

VI-5 Labor Distribution-Adjustment Process

The Labor Distribution Adjustment process is used to correct personal services charges that were incorrectly distributed through a prior month labor distribution process. This chapter includes a detailed discussion of the process as well as the Adjustment Timesheet (AJ) Table and the Adjustment Payroll (PT) Table.

BACKGROUND

Incorrect labor distribution can occur for various reasons. Some of the causes of erroneous labor charges include:

- ✱ Incorrectly recorded timesheets - The original timesheet was incorrectly coded or keyed. Erroneous coding can occur when employees are required to submit timesheets prior to the last day of the month.
- ✱ Missing timesheets - This typically occurs when an employee does not submit a timesheet or the timesheet is lost or overlooked. In this situation, the labor charges default to the group or employee's Home Base account(s).
- ✱ Employee is not in the Employee Master (EM) Table – Labor charges are posted to the Undistributed Account when there is a SCO payment for an individual or group that is not identified in the EM Table. The Undistributed Account can be cleared through the labor distribution adjustment process if the labor charges are for regular pay, overtime, shift differential, or shift differential overtime.

During the Labor Distribution Adjustment process, the Timesheet (TS) Table is used to create transactions to reverse the original labor distribution allocations. The PT Table specifies the original dollars and hours to be reversed and redistributed. The AJ Table specifies the new distribution information and is used to repost labor transactions with the correct data.

Prior to the Labor Distribution Adjustment process, the original TS record must be present in the TS Table. If the timesheet was previously purged, is missing, or if the employee was not in the EM Table when Labor Distribution was run, the timesheet must be keyed or uploaded as described below:

Purged Timesheet

When a timesheet has been purged, key or upload the timesheet as originally keyed or uploaded. Refer to the CSB525-1, Time Sheet – File Purge Listing to determine the original timesheet information.

Missing Timesheet

When a timesheet is missing during the monthly Labor Distribution process, the EM/LC Table Home Base Account is accessed to allocate labor costs. Key or upload the required Timesheet Entry fields and set the Default (D) Indicator to **Y** or **1**.

Employee Not In EM Table

When an employee is not in the EM Table during the monthly Labor Distribution process, labor charges are posted to the Undistributed Account. Key or upload the timesheet with the total hours that were charged to the Undistributed Account, the Undistributed Index and the PCA. Set the Default (D) Indicator to **N** or **0**(zero).

Refer to the Exhibit VI-4-8 in Chapter VI-4 for detailed information about entering timesheets. There are specific requirements for keying hours if the Statistics Indicator in the LC Table is set to **B** or **T**.

LABOR DISTRIBUTION ADJUSTMENT CONSIDERATIONS

The following factors should be considered prior to running the Labor Distribution Adjustment process:

- ✧ The Labor Distribution Adjustment process is only used to correct erroneous labor charges that were previously distributed during the monthly Labor Distribution;
- ✧ The Labor Distribution Adjustment process must be run **before** monthly Cost Allocation/Fund Split.
- ✧ The Labor Distribution Adjustment process can be run as many times as necessary during a fiscal period. However, it cannot be run on the same day as the Labor Distribution process.
- ✧ The Labor Distribution Adjustment process is **not** used to correct negative distributions such as a SCO Clearance Type 4 transaction (Void or Redeposited Warrant).
- ✧ The Labor Distribution Adjustment process is used only for the Actuals Costing method.

The remainder of this chapter provides detailed information about the AJ Table, the PT Table, and the Labor Distribution Adjustment System Process.

ADJUSTMENT TIMESHEET TABLE

The AJ Table specifies the new distribution information and is used to repost labor transactions with the correct data.

Structure

The AJ Table is divided into two segments: the control key and informational data. The control key identifies each AJ record and it consists of an Organization Code, (optional) Position Number, Employee Number (for individual only), Year-Month pay period, and Page number.

The informational data identifies the labor distributions on the adjustment timesheet. It consists of the Number of Hours, Hour Type, Default Indicator, Index Code, Program Cost Account (PCA), PCA Activity, Agency Object (AO), Project/Work Phase (PH), Location, and Multi Purpose.

Relationship To Other Tables

During the update of the AJ Table, the Organization Control (OC) Table, Labor Distribution Control (LC) Table, Employee Master (EM) Table, TS Table, Index Code (IC) Table, Program Cost Account (PCA) Table, Project Control (PC) Table and several Descriptor Tables are used to validate most of the data elements.

NOTE: An AJ Table record must be established before a PT Table record.

Input Coding

A listing of the fields contained on the AJ Entry screen and/or on the activity reports is shown in Exhibit VI-5-1. It includes explanations of the fields as well as coding instructions for data entry.

Data entered on the AJ Entry screen is keyed from the Employee Adjustment TS Table Entry Form (CALSTARS 43). The form, shown in Exhibit VI-5-2, is formatted the same as the Entry screen and is available at www.dof.ca.gov/html/calstars/forms.htm.

Adjustment Timesheet Entry Screen

The Entry screen shown below is available through Command **J.2** or **I.7.4**. AJ Table maintenance, **A**=Add, **C**=Change, **D**=Delete, **N**=Next, **P**=Print Table, **R**=Recall Maintenance/Print, **T**=Copy Timesheet, **V**=View, and **W**=Print Record, can be performed from the Entry screen.

```

9990 I.7.4: Adjustment Timesheet Entry                                01-26-2007 11:12 AM

Function: _ (A=Add, C=Change, D=Delete, N=Next, P=Print Table)
          (R=Recall Maint/Print, T=Copy Timesheet, V=View, W=Print Rec)
To retrieve Employee Number, key last four digits and press Enter XXX-XX- ____
POSITION > ____ EMPLOYEE NUMBER> ____
YEAR-MONTH : ____ PAGE: ____ NAME: ____
TOTAL HOURS: ____ AVERAGE HOURLY RATE: ____
  HOURS  TYPE  D  INDX>  PCA>  ACTY>  AO>  PROJ/WP>  LOC>  MULTI PUR
1: _____
2: _____
3: _____
4: _____
5: _____
6: _____
7: _____
8: _____
9: _____
10: _____
To access all distribution lines (1 through 15), press F11
Command: _____ LP DATE:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Retrn Quit Log List Dfalt Bkwrk Frwrk Clear TSLst D1-15 Main

```

When entering adjustment timesheets, the employee or group, position (if used) and the year month (pay period) must match an existing entry in the TS Table. All hours and distributions must be entered on the AJ Entry screen, not just those being corrected. A full accounting classification is associated with each distribution line on the adjustment timesheet. Up to 15 distributions can be entered for each record, and up to 99 pages can be entered for a group or employee.

Optional numeric values are available for both the Hour Type and the Default option so that adjustment timesheets can be keyed exclusively from the 10-key numeric pad portion of the keyboard.

The AJ Entry screen displays only the first ten of fifteen distribution lines. Press **F11=D1-15** to display the entire AJ Distribution pop-up screen, which contains all fifteen distribution lines available for key entry.

An example of the AJ Distribution screen is displayed below.

| Adjustment Timesheet Distribution | | | | | | | | | | |
|-----------------------------------|----------|--------------|------------------|------|-------|-----|----------|------|-------|-----|
| POSITION: | EMP NBR: | | NAME: | | | | | | | |
| YEAR-MONTH: | PAGE: | TOTAL HOURS: | AVG HOURLY RATE: | | | | | | | |
| HOURS | TYPE | D | INDX> | PCA> | ACTY> | AO> | PROJ/WP> | LOC> | MULTI | PUR |
| 1: | | | | | | | | | | |
| 2: | | | | | | | | | | |
| 3: | | | | | | | | | | |
| 4: | | | | | | | | | | |
| 5: | | | | | | | | | | |
| 6: | | | | | | | | | | |
| 7: | | | | | | | | | | |
| 8: | | | | | | | | | | |
| 9: | | | | | | | | | | |
| 10: | | | | | | | | | | |
| 11: | | | | | | | | | | |
| 12: | | | | | | | | | | |
| 13: | | | | | | | | | | |
| 14: | | | | | | | | | | |
| 15: | | | | | | | | | | |

PF1 PF2 PF6 PF7 PF8 PF11
 Help Retrn Dfalt Bkwrdr Frwrdr Entry
 Press Enter to accept, F2 to cancel, or F11 to access Entry Screen

Note: The AJ record key (Position, Employee Number, Year-Month, Page) is displayed on the pop-up screen, but must first be keyed on the AJ Table Entry screen.

To exit the AJ Distribution screen and return to the AJ Entry screen, press one of the following keys:

- ☛ **Enter** – When **Enter** is pressed, edits are performed. If the data passes all online edits, the AJ Entry screen is displayed with a message confirming that the table maintenance was successfully performed.
- ☛ **F2=Retrn** – When **F2=Retrn** is pressed, the AJ Entry screen is displayed. All data entered on the AJ Distribution screen is lost.
- ☛ **F11=Entry** – When **F11=Entry** is pressed, the AJ Entry screen is displayed. All data entered is retained. Edits are not performed until Enter is pressed from the Entry screen.

Record Retrieval By Last Four Digits Of The Employee Number

The AJ Entry screen has an option to retrieve the Employee Number from the EM Table based on the last four digits of the Employee Number. To perform this retrieval, key the last four digits of the Employee Number in the field titled 'To retrieve record by Employee number, key last 4 digits and press enter'. If a match is found, the entire Employee Number, Position (if used), and Name is displayed in the respective fields on the AJ Entry screen. If multiple matches are found OR if no match is found, the Employee Record Search screen is displayed. From this screen, the desired record can be selected or a new search can be initiated using other information from the employee record.

If a pay period is keyed in the Year-Month field on the AJ Entry screen, the specified FFY is searched. If the Year-Month field is left blank, the current FFY is searched.

The Employee Record Search screen also appears when the cursor is in any of the following fields and F1=Help is pressed:

- ✧ Position
- ✧ Employee Number
- ✧ Name
- ✧ 'To retrieve record by Employee number, key last 4 digits and press enter'.

Adjustment Timesheet List Screen

The List screen is displayed when the **F5**=List key on the Entry screen is pressed.

Most table maintenance, **C**=Change, **D**=Delete, **P**=Print Table, **R**=Recall Maintenance/Print, **V**=View, and **W**=Print Record, may be initiated from the List screen. The List screen gives agencies the ability to select multiple records from the screen. Scrolling to another screen for additional selections is not allowed until all selected maintenance on the current screen is finished.

An example of the screen is displayed below.

```

9990 Adjustment Timesheet List                                02-07-2007 09:05 AM

Function: _ (P=Print Table, R=Recall Maint/Print)
          Go to Position/Emp Number: ____ / ____
                                           Year-Month: ____

Enter under F below: (C=Change, D=Delete, V=View, W=Print Rec)
F   POSITION          EMP NUMBER          NAME          YEAR-MO  PAGE
-   - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
-   999-99-9991      DOE, JANE            2006 11      01
-   999-99-9992      DOE, ADAM            2006 08      01
-   999-99-9993      DOE, KEVIN           2006 12      01
-   999-99-9994      DOE, WILLIAM         2006 07      01
-   999-99-9995      DOE, HENRY           2006 09      01
-                                     *** End of Data ***

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit  Log                      Bkwrdr Frwrdr Clear                      Main

```

The list of AJ records is displayed in Position/Emp Number order. If the Entry screen is blank when **F5** is pressed, the list of records will begin with the first sequential record of the table. If a record is displayed on the Entry screen, the list will begin with that record followed by the next sequential record within the Year-Month period. To list records for a specific pay period, key the pay period in the Year-Month field and press **Enter**.

To find a record, enter the Position (if used)/Emp Number and the Year-Month in their respective fields and press Enter. If the record exists, it will be the first record listed on the screen. If the request record does not exist, the list will start with the next sequential record. If only the Position/Emp number is entered, the list will begin with the first record for that employee and will include all pay periods. If only the Year-Month field is keyed, the list will include all records for the specified pay period.

To perform maintenance, either enter a **P** or **R** in the Function Field or enter a **C**, **D**, **V** or **W** in the **F** action column to the left of the desired record. Values cannot be keyed in the Function field and the **F** action column at the same time. However, multiple records may be selected from the **F** action column.

When multiple records are selected from the List screen and **Enter** is pressed, the first record retrieved is displayed on the Entry screen. If **C** or **D** is selected, the **C** or **D** is inserted in the Function field on the Entry screen. After maintenance is completed for each record, the **F2** key must be pressed to go to the next record. All maintenance must be completed or cancelled (by pressing **F2** Next) before the List screen may be re-accessed.

Timesheet Screen (F10=TSLst)

When creating a new AJ record, a TS record can be copied and modified to create an AJ record. The Timesheet List For Adding Adjustment Timesheets screen, via F10 on the AJ Entry screen, is available to make the key entry process easier. This screen can be used to select a TS record and copy it to the AJ Entry screen. An example of the screen is shown below.

```

9990 Timesheet List for adding Adjustment Timesheets          02-07-2007 11:20 AM

                                Go to Position/Emp Number:  _ _ _ _ / _ _ _ _
                                                Year-Month:  _ _ _ _

Enter under F below: (A=Add)
F      POSITION      EMP NUMBER      NAME      YEAR-MO  PAGE
-      - - - - -    - - - - -    - - - - -    - - - -  -
-      - - - - -    999-99-9991    DOE, JANE      2006 07    01
-      - - - - -    999-99-9991    DOE, JANE      2006 08    01
-      - - - - -    999-99-9991    DOE, JANE      2006 09    01
-      - - - - -    999-99-9991    DOE, JANE      2006 10    01
-      - - - - -    999-99-9991    DOE, JANE      2006 11    01
-      - - - - -    999-99-9991    DOE, JANE      2006 12    01
-      - - - - -    999-99-9991    DOE, JANE      2007 01    01
-      - - - - -    999-99-9992    DOE, ADAM      2006 07    01
-      - - - - -    999-99-9992    DOE, ADAM      2006 08    01
-      - - - - -    999-99-9992    DOE, ADAM      2006 09    01
-      - - - - -    999-99-9992    DOE, ADAM      2006 10    01
-      - - - - -    999-99-9992    DOE, ADAM      2006 11    01

Command:  _ _ _ _ _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
        Help  Retrn Quit                Bkwrdr Frwrdr Clear                Main

```

The list of TS records is displayed in Position/Emp Number order. If the Entry screen is blank when **F10** is pressed, the list of records will begin with the first sequential record of the TS File. If a record is displayed on the Entry screen, the list will begin with that record followed by the next sequential record within the Year-Month period. The F7 and F8 keys can be used to scroll through the list. To list records for a specific pay period, key the pay period in the Year-Mo (month) field and press **Enter**.

To select a TS record and copy it to the AJ Entry screen, enter an **A** in the F action column to the left of the record to be copied. When **Enter** is pressed, the selected record is displayed on the AJ Entry screen. Make the appropriate changes and press **Enter**.

When multiple records are selected for copying and **Enter** is pressed, the first selected record is displayed on the Entry screen. After the appropriate changes have been made and a new record is created, the **F2** key must be selected to go to the next record. All maintenance must be completed or cancelled (by pressing **F2=Next**) before the screen may be re-accessed.

GUIDELINES FOR CODING PAY TYPE

Each type of payment from the PT Table is matched to each pay type on the adjustment timesheet. If the hour types identified do not match, the PT Table will be processed using the EM/LC Table.

Coding Regular and Overtime Pay

Depending on how the OT Coding Indicator in the EM/LC Tables is set, Regular and Overtime Pay types can be posted together or separately on the adjustment timesheet.

The following chart illustrates two ways overtime pay (OT) can be recorded.

| OT Coding Indicator Setting | Hours | Hour Type |
|---|-------|-----------|
| Overtime Indicator set to Y (per LC or EM Table): | 176 | REG |
| | 10 | OT |
| Overtime Indicator set to N (per LC or EM Table): | 186 | REG |

If the OT Coding Indicator is set to **Y**, the OT hours should be posted on a line separate from Regular Pay. If an OT line is not coded on the adjustment timesheet, Overtime Pay is allocated according to the EM/LC Tables (Home Base Accounts).

If the OT Coding Indicator is set to **N**, Overtime Pay is allocated in the same manner as Regular Pay. Regular Pay and OT Hours are combined under REG on one line of the adjustment timesheet.

In the illustration above, assume that the month's total standard hours are 176, the employee worked 10 hours of paid overtime, and that none of the hours were on a shift basis.

Refer to the Using Overtime Coding section in Chapter VI-1, Labor Distribution-Introduction for details.

Coding Shift Differential and Shift Differential Overtime Pay

Depending on how the OT Coding Indicator in the EM/LC Tables is set, Shift Differential and Shift Differential Overtime Pay types can be posted together or separately on the adjustment timesheet. The following chart illustrates two ways shift differential pay (SD) and shift differential overtime pay (SDOT) can be recorded.

| OT Coding Indicator Setting | Hours | Hour Type |
|--|-------|-----------|
| Overtime Indicator set to Y (per LC or EM Table): | 176 | SD |
| | 10 | SDOT |
| Overtime Indicator set to N (per LC or EM Table): | 186 | SD |

If the OT Coding Indicator is set to **Y**, the SD and SDOT hours should be posted on separate lines on the adjustment timesheet. When they are not posted on separate lines, SDOT Pay is allocated according to the LC/EM Tables (Home Base Accounts).

If the OT Coding Indicator is set to **N**, the total hours are combined under SD on one line of the adjustment timesheet. When the indicator is set to **N**, SDOT Pay is allocated in the same manner as SD Pay.

In the illustration above, assume that the month's total standard hours are 176, the employee worked 10 hours of paid overtime, and that all of the hours were on a shift basis.

Coding Regular and Shift Differential Pay

Regular pay and shift differential hours must be coded on separate lines on the adjustment timesheet. The following two charts illustrate how to record shift differential pay. The employees in the examples below both worked 176 hours. The employee in Example A worked a shift that qualified for shift differential pay the entire month.

Example A

| Hours | Hour Type |
|------------|--|
| 176 | REG (matched to the SCO regular payment) |
| <u>176</u> | SD (matched to the SCO shift differential payment) |
| 352 | TOTAL ADJUSTMENT TIMESHEET HOURS |

Example B

The employee in Example B worked a total of 176 hours; 40 of those hours qualified for shift differential pay.

| Hours | Hour Type |
|-----------|--|
| 176 | REG (matched to the SCO regular payment) |
| <u>40</u> | SD (matched to the SCO shift differential payment) |
| 216 | TOTAL ADJUSTMENT TIMESHEET HOURS |

Each pay type is allocated separately and must be recorded on separate lines on the adjustment timesheet. Although the total adjustment timesheet hours are more than the 176 hours worked, the employee is only paid for the actual hours worked.

TABLE MAINTENANCE FUNCTIONS

The following functions are performed online for an immediate update. Updated records are ready for use as soon as they are successfully entered.

A=Add

From The Entry Screen:

Key an **A** in the Function field, Position(if used), Employee Number, Year-Month, Page, and the appropriate values in the informational elements fields to **Add** a record to the AJ Table. When all data is entered on the screen, press **Enter**. If the transaction passes all online edits, it updates the AJ File. A fresh screen is displayed with blank data fields, and a message confirming that the AJ Table record was added successfully is displayed at the bottom of the screen.

From The List Screen:

The **Add** function is not available on the List screen.

C=Change

From The Entry Screen:

To **Change** a record, the record must first be displayed on the screen. To display a record and make a change, either:

- (1) Scroll through the records using the **F7** and **F8** keys, and key a **C** in the Function field of the desired record;
- (2) Key a **V** in the Function field, the appropriate values in the record key fields, and press **Enter** to **View** a record. Key a **C** in the Function field; or
- (3) Key a **C** in the Function field, the appropriate values in the record key fields, and press **Enter**.

Key over the field(s) to be changed, and press **Enter**. When **Enter** is pressed, the AJ record is displayed with the changes. A message confirming that the record was changed successfully is displayed at the bottom of the screen.

From The List Screen:

Key a **C** in the F action column to the left of the desired record(s), and press **Enter** to display the record on the Entry screen. Key over the field(s) to be changed and press **Enter**. When **Enter** is pressed, the record is displayed with the changes. A message confirming that the record was changed successfully is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

D=DeleteFrom The Entry Screen:

To **Delete** a record, either:

- (1) Scroll through the records using the **F7** and **F8** keys, key a **D** in the Function field of the desired record, and press **Enter**;
- (2) Key a **V** in the Function field, the appropriate values in the record key fields, and press **Enter** to **View** a record. Key a **D** in the Function field, and press **Enter**; or
- (3) Key a **D** in the Function field, the appropriate values in the record key fields, and press **Enter**.

The record and the Action Confirmation pop-up screen are displayed. The pop-up screen is shown below.

| |
|---|
| <p style="text-align: center;">A C T I O N C O N F I R M A T I O N</p> <p style="text-align: center;">Delete Adjustment Timesheet Record</p> <p style="text-align: center;">Press F4 to confirm or F2 to cancel</p> |
|---|

If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the AJ Table.

A message confirming that the record was deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the screen. When either is selected, the record remains on the Entry screen, and the Function field is blank.

From The List Screen:

Key a **D** in the F action column to the left of the desired record(s), and press **Enter**. The record and the Action Confirmation pop-up screen are displayed.

If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the AJ Table.

A message confirming that the record was deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the screen. When either is selected, the record remains on the Entry screen, and the Function field is blank. Use **F2** to proceed to the next selected record or return to the List screen.

N=NextFrom The Entry Screen:

Next performs the same as the **Add** function, except the data remains on the screen after **Enter** is pressed.

From The List Screen:

The **Next** function is not available on the List screen

P=Print Table

The **Print Table** function causes the Print/Report File Selection pop-up screen to be displayed. This pop-up screen gives agencies the option of generating an electronic report file of the AJ Table Listing Report and/or printing the report. The report contains all records within the AJ Table and is displayed in Exhibit VI-5-4.

From The Entry Screen:

Key a **P** in the function field, and press **Enter** to display the Print/Report File Selection pop-up screen.

From The List Screen:

Key a **P** in the function field, and press **Enter** to display the Print/Report File Selection pop-up screen.

An example of the pop-up screen is shown below.

```
Print/Report File Selection
Adjustment Timesheet (AJ) Table

_ Enter Destination:
  F=Report File only
    Report File: CS9990.CSI522-*.TBL-AJ.IQ.D2070208.T103528
  P=Printer Output and Report File
    Printer ID : CTP2      Report Class: Z      Report ID: ITBL
    Report File: CS9990.CSI522-*.TBL-AJ.IQ.D2070208.T103528
  O=Report Output after Labor Process
    Printer ID : CTP2      Report Class: A      Report ID: LABT

_ Enter 'Y' to create a fixed format report (for Monarch use)

Press Enter to submit the request, or F2 to cancel
```

Key one of the following 3 options in the Destination field on the pop-up screen:

- F** – Immediately generates an electronic report file of the Adjustment Timesheet (AJ) Table Listing Report (CSI522-2)
- P** – Immediately generates an electronic report file of the Adjustment Timesheet (AJ) Table Listing Report (CSI522-2) and ROPES the Adjustment Timesheet (AJ) Table Listing Report (CSI522-2) to an agency printer
- O** – ROPES the Adjustment Timesheet (AJ) Listing Report (CSB522-2), including the current day's table maintenance, to an agency printer after the labor process is run.

Leave **Blank** or key **Y** in the ' _ Enter 'Y' to create a fixed format report (for Monarch use)' field as explained below:

Blank – generates CSB522-5 which suppresses the printing of a line if all record fields included in that line are blank (e.g., Distribution Lines)

Y – generates CSB522-2 which prints all lines of every record

An example of the CSB522-2 is displayed in Exhibit IV-5-4.

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen. Use **F2** to return to the previous screen (Entry or List).

Note: The Print Output Destination is maintained by CALSTARS staff. To request a change, send an e-mail to calstars@dof.ca.gov. Include 'Report Routing' in the subject line.

R=Recall Maintenance/Print

The Recall function is used to delete AJ Table maintenance before the Labor process is initiated. For this table, only print (option O) maintenance may be recalled.

From The Entry Screen Or The List Screen:

Key an **R** in the function field, and press **Enter** to display the Recall Labor Process Maintenance/Print Request pop-up screen as shown below. All fields from the screen must be blank when **Enter** is pressed. Use **F2** to return to the Entry or the List screen.

An example of the pop-up screen is shown below

```
Recall Labor Process Maintenance/Print Request
Adjustment Timesheet (AJ) Table

Select one or more with a 'Y':

_ Remove the request to Print table
*** End of Data ***

Press Enter to remove the request(s).
PF2          PF7  PF8
Retrn        Bkwrd Frwr
```

Key a **Y** in the field to the left of the desired print request(s), and press **Enter** to delete the request(s). A confirmation message is displayed at the bottom of the screen.

T=Copy Timesheet

The Copy Timesheet function can be used to copy a TS record from the TS Table and populate the information on the AJ Entry screen.

From The Entry Screen:

Key a **T** in the Function field, the record key values in their respective fields, and press **Enter** to display the timesheet record on the AJ Entry screen. Key an **A** in the Function field, make any necessary changes, and press **Enter**. A confirmation message is displayed at the bottom of the screen.

From The List Screen:

The **T** function is not available on the List screen.

V=View

From The Entry Screen:

Key a **V** in the Function field, the record key values in their respective fields, and press **Enter** to **View** a record. A confirmation message is displayed at the bottom of the screen.

From The List Screen:

Key a **V** in the F action column to the left of the desired record(s), and press **Enter**. A confirmation message is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

W=Print Record

The **W** function immediately prints a single record report (CSI522-2) and generates a single record report file from the AJ Table. The printed report is ROPED to the agency printer in the ITBL queue. The electronic report file naming convention is CSxxxx.CSI522-2.TBL-TS.IQ.Dcyymmdd.Thhmmss.

From The Entry Screen:

Key a **W** in the Function field, the record key values in their respective fields, and press **Enter** to print the record and generate the report file. The record is displayed with a confirmation message at the bottom of the screen.

From The List Screen:

Key a **W** in the F action column to the left of the desired record, and press **Enter** to print the record and generate the report file. The record is displayed on the Entry screen with a confirmation message. Use **F2** to proceed to the next selected record or to return to the List screen.

FUNCTION (F) KEYS

The program function keys are used for online help, for efficient navigation to various online screens, for establishing defaults, and for clearing the screen. The following F keys are available for the AJ Table screens:

F1=Help—The following two types of online help is available on pop-up screens:

- ✪ Field look-up assistance is available for fields that display a ">" (greater than) sign to the right of the field label. When the cursor is placed on any space within a field having a ">" and **F1** is pressed, a pop-up screen displays a list of the available values for that field. To locate a desired code, use the F7 and F8 keys to scroll through the listing or use the search option. To begin a search, enter a portion or all of a number or title in the fields at the top of the pop-up window and press Enter. To insert a code on the Entry screen, use the mouse or arrow keys to place the cursor on the row that includes the desired code. The code is automatically inserted on the Entry screen when Enter is pressed.

- ☛ General text information is available when the cursor is placed on the screen and **F1** is pressed. This does not apply for fields with look-up assistance.

F2=Retrn (Return) or **Next**—The following two functions are available for the **F2** key.

Retrn—Exits the present activity and displays the prior or higher order menu or screen. All data entered on the screen, but not accepted before exiting, is lost.

Next—When more than one record is selected for action from the List screen and **Enter** is pressed, the first selected record is displayed. The label below the **F2** key changes from **Retrn** to **Next**. When **F2=Next** is pressed, the next selected record is displayed. The records are displayed one at a time in ascending order. When the last record selected is displayed, the label below the **F2** key changes back to **Retrn**.

F3=Quit—Exits the present activity in preparation for CALSTARS logoff. An action confirmation pop-up screen will display to confirm the **Quit** action. Data entered on the screen, but not accepted for processing, remains on the screen if **F2** (resume) is selected. When **F3** is selected, the CALSTARS logoff is initiated. All data entered on the screen, but not accepted for processing, is lost.

F5=List—Displays the AJ List screen.

F6=Dfalt (Default)—Locks and unlocks fields for data entry. Defaults may be set to retain coding information for use in consecutive transactions and to "skip" unused fields so the cursor stops only at fields to be keyed. Values cannot be changed in locked fields.

To set Defaults:

1. Enter data in the fields that are to become defaults (i.e., used in the current and subsequent transactions).
2. To skip fields that will not be used, enter a period (.) in the first position of the fields.
3. Press **F6** to lock these fields as defaults. This changes the characters to green and the underline is removed.

Key the remainder of the data needed for the transaction, and press **Enter** to 'save' the transaction.

Defaults may be turned on or off at any time during the transaction entry process by alternately pressing **F6**.

F7=Bkwrđ (Backward)—Go to the previous record (page of records).

F8=Frwrđ (Forward)—Go to the next record (page of records).

F9=Clear—Erases all keyed fields except any fields locked by **F6=Dfalt**.

F10=TSLst (Timesheet List) – Displays the Timesheet List For Adding Adjustment Timesheets screen. This key is used to retrieve TS records when creating an adjustment timesheet.

F11=D1-15 or **Entry** – The following two functions are available for the F11 key.

D1-15 (Distribution line 1 through 15) – Displays all 15 distribution lines on the pop-up AJ Distribution screen.

Entry – Exits the pop-up AJ Distribution screen and returns to the AJ Entry screen. All data entered is retained.

F12=Main—Go to the CALSTARS main menu. All data entered on the screen, but not accepted for processing, is lost.

ADJUSTMENT TIMESHEET TABLE REPORTS

The TS/AJ Rept Sort indicator in the LC Table controls which table activity reports are generated. If the indicator is set to **0** (sort by Position/Employee), the following reports are generated:

- ✧ Adjustment Timesheet Table Activity Report (CSB522-1) – displays all transactions successfully entered online during the work day. It is produced during labor processing, which begins daily at 3:00 PM. The report is displayed in Exhibit VI-5-3.
- ✧ Adjustment Timesheet Table Upload Activity Report (CSB522-4) – displays all transactions processed from external input files and corresponding error codes and messages, if applicable. The report is displayed in Exhibit VI-5-5.

If the indicator is set to **1** (sort by the last four digits of the Employee Number), the following reports are generated:

- ✧ Adjustment Timesheet Table Activity Report (CSB522-6) – displays all transactions successfully entered online during the work day. The report is displayed in Exhibit VI-5-6.
- ✧ Adjustment Timesheet Table Upload Activity Report (CSB522-7) – displays all transactions processed from external input files and corresponding error codes and messages, if applicable. The report is displayed in Exhibit VI-5-7.

The following report is produced upon agency request:

- ✦ Adjustment Timesheet Table Listing Report (CSB522-2/CSI522-2) - This report is produced when function **P**=Print Table or **W**=Print Rec (1 record only) is entered on the AJ Entry or List screen. The report is displayed in Exhibit VI-5-4.

CONTROL

The Adjustment Timesheet Table Activity Report (CSB522-1 or CSB522-6) and the Adjustment Timesheet Table Upload Activity Report (CSB522-4 or CSB522-7) should be proofread to ensure that all maintenance was done correctly. A control log and the activity reports should be maintained for the same amount of time as the accounting transactions they control.

EXHIBIT VI-5-1
ADJUSTMENT TIMESHEET TABLE REPORT AND FIELD DESCRIPTIONS

| Data Element | Length | Contents |
|--|---------|--|
| <u>Control Key:</u> | | |
| ORGANIZATION NUMBER (ORG) | 4 | The statewide organization code is automatically entered from the signon. |
| POSITION | 6 or 13 | <p><u>Individual employee timesheet:</u></p> <p>If the LC Table Position Number coding indicator is Y, enter the employee's 13-digit position number:</p> <ul style="list-style-type: none"> • 3-digit SCO Agency code; • 3-digit Payroll Reporting Unit (PRU); • 4-digit Class code; and • 3-digit employee Serial Number. <p style="text-align: center;">OR</p> <p>If the LC Table Position Number coding indicator is N, leave blank.</p> <p><u>Group timesheet:</u></p> <p>Enter the 6-digit <u>group</u> Position Number:</p> <ul style="list-style-type: none"> • 3-digit SCO Agency code; and • 3-digit Payroll Reporting Unit (PRU). |
| EMPLOYEE NUMBER (EMP NUMBER) (EMP NBR) | 9 | <p><u>Individual employee timesheet:</u></p> <p>Enter the individual's Employee Number (SSN).</p> <p><u>Group timesheet:</u></p> <p>Leave blank.</p> |
| YEAR MONTH (YEAR-MO) | 4 | Enter the pay period calendar year and month. (Example: December, 2000 would be code 0012). |
| PAGE | 2 | Enter the page number of the timesheet. The page number must be numeric and greater than zero. (Example: the first page would be 01 .) |
| <u>Informational Elements:</u> | | |
| TOTAL HOURS | 1-9 | Enter the total number of hours for the timesheet page, including the 2 digits for hundredths. Do <u>not</u> enter the decimal point. (Example: 176 hours would be 17600). |
| AVERAGE HOURLY RATE (AVG) | | Leave blank, not used for Actuals Costing. |
| <u>Distributions:</u> | | |
| HOURS | 1-7 | Enter the number of hours worked to two decimal places. Do not enter the decimal point. (Example: 40 and 1/2 hours would be 4050). |

EXHIBIT VI-5-1 (Continued)
ADJUSTMENT TIMESHEET TABLE REPORT AND FIELD DESCRIPTIONS

| Data Element | Length | Contents |
|---------------------------------------|--------|--|
| TYPE | 2-4 | <p>Refer to the Guidelines For Coding Pay Type section for details.</p> <p>Enter the Type (Pay Type):</p> <p>REG or 0009 - Regular time</p> <p>OT or 1008 - Overtime</p> <p>SD or 2007 - Shift differential (paid separately from regular time)</p> <p>SDOT or 3006 - Shift differential overtime (paid separately from overtime)</p> <p>If Reserve Accounts are used, the following codes are valid:</p> <p>HOL or 4005 - Holiday time</p> <p>VAC or 5004 - Vacation time</p> <p>SL or 6003 - Sick leave</p> <p>CTO or 7002 - Compensating time off</p> <p>CTD or 8001 - Compensating time direct (earned and charged to a specific timesheet PCA)</p> <p>CT or 9005 - Compensating time (earned and allocated to all timesheet PCAs)</p> |
| D (DEFAULT) | 1 | <p>Enter the Default to Home Base Indicator:</p> <p>Y or 1 - Charge EM Table Home Base Accounts for these hours.</p> <p>N or 0 - Charge using the classification on this line of the timesheet for these hours.</p> |
| <u>Accounts to be Charged:</u> | | If the Default to Home Base Indicator is coded N or 0 , enter all of the classification elements to be charged. |
| INDEX | 4 | Enter the Index Code to be charged. |
| PROGRAM COST ACCOUNT (PCA) | 5 | Enter the PCA to be charged. |
| PCA ACTIVITY (ACTY) | 4 | <i>(Optional)</i> Enter the PCA Activity to be charged. |
| AGENCY OBJECT (AO) | 2 | <i>(Optional)</i> Enter the Agency Object to be charged. This Agency Object code overrides the Agency Object codes in the EM and LC Tables. |
| PROJECT (PROJ) | 6 | <i>(Optional)</i> Enter the Project to be charged. |
| WORK PHASE (WP) | 2 | If Project is coded, enter the Work Phase to be charged. |
| LOCATION (LOC) | 6 | <i>(Optional)</i> Enter the Location to be charged. |
| MULTI PURPOSE (MULTI PUR) | 12 | <i>(Optional)</i> Enter the Multi Purpose Code to be charged. |

EXHIBIT VI-5-1 (Continued)
ADJUSTMENT TIMESHEET TABLE REPORT AND FIELD DESCRIPTIONS

| | | |
|---|-------|--|
| THE FIELD BELOW IS DISPLAYED ON THE ENTRY SCREEN AND ON THE CSB522-2 and CSB522-5 REPORTS: | | |
| LAST PROCESSED DATE (LP DATE) | 2+2+4 | The Last Processed Date is the last date the record was updated by table maintenance. This field is updated when a transaction is processed. It cannot be altered by the user. |
| THE FIELDS BELOW ARE ONLY DISPLAYED ON THE CSB522-1, CSB522-4, CSB522-6, and CSB522-7 REPORTS: | | |
| TRANSACTION DATE | 2+2+4 | The Transaction Date identifies the date the transaction was processed. |
| TRANSACTION TIME | 2+2+2 | The Transaction Time identifies the time the transaction was processed. |
| USER IDENTIFICATION (USERID) | 7 | The User Identification identifies the Sign-on ID used to input the transaction. |

EXHIBIT VI-5-2

CALSTARS 43
(revised 4-13-2007)

ADJUSTMENT TIMESHEET (AJ) TABLE ENTRY FORM

ORG: _____

PREPARED BY: _____ DATE: _____

ENTERED BY: _____

DATE: _____

FUNCTION ☐ (A=Add, C=Change, D=Delete, P=Print Table, U=Gen Record, W=Print Record)POSITION EMPLOYEE NUMBER YEAR-MONTH PAGE EMPLOYEE NAME TOTAL HOURS AVERAGE HOURLY RATE

| | HOURS | TYPE | D | INDX | PCA | ACTY | AO | PROJECT | WP | LOCATION | MULTI PURPOSE |
|-----|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 1: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 4: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 5: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 6: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 7: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 8: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 9: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 10: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 11: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 12: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 13: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 14: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 15: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

P=PRINT FUNCTION SELECTED:

REPORT DESTINATION

☐ (F=Report File only, P=Printer Output & Report File, O=Overnight Printer Output)

CREATE FIXED FORMAT REPORT

☐ (Y=Fixed Format Report for use with Monarch, Blank=Suppress Blank Lines)

ADDITIONAL YEAR-MONTH TO PRINT

R=RECALL MAINT FUNCTION SELECTED, ACTION(S) TO RECALL

EXHIBIT VI-5-3

```
CSB522-1 ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990
                  CALSTARS ADJUSTMENT TIMESHEET (AJ) TABLE ACTIVITY REPORT ORG PAGE: 1
01/20/2007 (17:58) ***** RUN PAGE: 1
```

S O R T E D B Y P O S I T I O N / E M P L O Y E E N U M B E R

[illegible]

EXHIBIT VI-5-4

```

CSB522-2 *****
                                CALSTARS
01/20/2007 (17:58) *****
                                DEPARTMENT OF AIR QUALITY
                                ADJUSTMENT TIMESHEET (AJ) TABLE LISTING
                                REPORT
***** ORG NUMBER: 9990
***** ORG PAGE: 1
***** RUN PAGE: 1

```

| POSITION | EMP NUMBER | YEAR-MO | PAGE | NAME | | | | | | TOTAL HOURS | AVG | LP DATE |
|------------------|-------------|---------|------|--------------|------|-------|------|----|---------|-------------|--------------|------------|
| | | HOURS | TYPE | D | INDX | PCA | ACTY | AO | PROJ/WP | LOC | MULTI | PUR |
| 999-999-9999-001 | 999-99-9990 | 2006-12 | 01 | DOE, JAMIE | | | | | | 176.00 | | 01-15-2007 |
| | DIST 01 | 80.00 | REG | Y | | | | | | | | |
| | 02 | 80.50 | REG | N | 1234 | 50391 | | | | | 123456789123 | |
| | 03 | 15.50 | REG | N | 1234 | 50400 | | | | | | |
| | 04 | | | | | | | | | | | |
| | 05 | | | | | | | | | | | |
| | 06 | | | | | | | | | | | |
| | 07 | | | | | | | | | | | |
| | 08 | | | | | | | | | | | |
| | 09 | | | | | | | | | | | |
| | 10 | | | | | | | | | | | |
| | 11 | | | | | | | | | | | |
| | 12 | | | | | | | | | | | |
| | 13 | | | | | | | | | | | |
| | 14 | | | | | | | | | | | |
| | 15 | | | | | | | | | | | |
| 999-999-9999-002 | 999-99-9991 | 2006-12 | 01 | ZELDA, JAMES | | | | | | 121.00 | | 01-15-2007 |
| | DIST 01 | 80.00 | REG | Y | | | | | | | | |
| | 02 | 1.50 | REG | N | 1234 | 50391 | | | | | 123456789123 | |
| | 03 | 15.50 | REG | N | 1234 | 50400 | | | | | | |
| | 04 | 2.00 | REG | N | 1234 | 50401 | | | | | | |
| | 05 | 2.00 | REG | N | 1234 | 50402 | | | | | | |
| | 06 | 2.00 | REG | N | 1234 | 50403 | | | | | | |
| | 07 | 2.00 | REG | N | 1234 | 50404 | | | | | | |
| | 08 | 2.00 | REG | N | 1234 | 50405 | | | | | | |
| | 09 | 2.00 | REG | N | 1234 | 50406 | | | | | | |
| | 10 | 2.00 | REG | N | 1234 | 50407 | | | | | | |
| | 11 | 2.00 | REG | N | 1234 | 50408 | | | | | | |
| | 12 | 2.00 | REG | N | 1234 | 50409 | | | | | | |
| | 13 | 2.00 | REG | N | 1234 | 50410 | | | | | | |
| | 14 | 2.00 | REG | N | 1234 | 50411 | | | | | | |
| | 15 | 2.00 | REG | N | 1234 | 50412 | | | | | | |

EXHIBIT VI-5-5

CSB522-4 *****
 DEPARTMENT OF AIR QUALITY *****
 CALSTARS ADJUSTMENT TIMESHEET (AJ) TABLE UPLOAD ACTIVITY REPORT
 01/20/2007 (17:58) *****
 ORG NUMBER: 9990
 ORG PAGE: 1
 RUN PAGE: 1

S O R T E D B Y P O S I T I O N / E M P L O Y E E N U M B E R

```

*****
POSITION      EMP NUMBER  YEAR-MO  PAGE  F      NAME      TOTAL HOURS  AVG  TRANS DATE  TRANS TIME  USERID
-----
              HOURS    TYPE  D  INDX  PCA  ACTY  AO  PROJ/WP  LOC  MULTI PUR  DIST #  ERROR MESSAGES
              -----
998-99-9996   2006-07   01    A  DOE, ZACHERY      176.00      01-20-2007  01:19:18 PM  UPLOAD
DIST 01      88.00   REG  N  3333  50500
02      88.00   REG  N  3333  50600

999-99-9994   2006-07   01    A  DOE, WILLIAM      176.00      01-20-2007  01:20:52 PM  UPLOAD
DIST 01     100.00  REG  N  2222  50300
02      76.00   REG  N  2222  50500

999-99-9996   2006-12   01    A  DOE, TERRY      176.00
DIST 01      88.00  REG  Y
02      30.00  REG  N  1234  50391
03      30.00  REG  N  1234  50400
04      28.00   OT   N  1234  50500

999-997       2006-12   01    A  REGION 7 PROGRAM ADMIN      1050.00
                                           ZCA-INVALID TOTAL HOURS

999-998       2006-12   01    A  REGION 8 PROGRAM ADMIN      1050.00      01-20-2007  02:19:45 PM  UPLOAD
DIST 01     1050.00  REG  Y
  
```

EXHIBIT VI-5-6

CSB522-6 *****
 CALSTARS DEPARTMENT OF AIR QUALITY *****
 ADJUSTMENT TIMESHEET (AJ) TABLE ACTIVITY REPORT
 01/20/2007 (17:58) *****

ORG NUMBER: 9990
 ORG PAGE: 1
 RUN PAGE: 1

S O R T E D B Y L A S T F O U R D I G I T S O F E M P L O Y E E N U M B E R

| POSITION | EMP NUMBER | YEAR-MO | PAGE | F | NAME | | | | | TOTAL HOURS | AVG | TRANS DATE | TRANS TIME | USERID |
|----------|-------------|---------|------|---|------------------------|-------|------|----|---------|-------------|--------------|------------|------------------------|---------|
| | | | | | INDX | PCA | ACTY | AO | PROJ/WP | LOC | MULTI PUR | DIST # | ERROR MESSAGES | |
| | 999-99-9992 | 2006-08 | 01 | A | DOE, ADAM | | | | | | 176.00 | | 01-20-2007 01:17:02 PM | CSCSPRT |
| | DIST 01 | 76.00 | REG | N | 2222 | 50300 | | | | | | | | |
| | 02 | 100.00 | REG | N | 2222 | 50500 | | | | | | | | |
| | 998-99-9995 | 2006-01 | 01 | A | DOE, MARY | | | | | | 176.00 | | 01-20-2007 01:19:18 PM | CSCSPRT |
| | DIST 01 | 80.00 | REG | Y | | | | | | | | | | |
| | 02 | 80.50 | REG | N | 1234 | 50300 | | | | | 123456789123 | | | |
| | 03 | 15.50 | REG | N | 1234 | 50400 | | | | | | | | |
| | 999-99-9995 | 2006-09 | 01 | A | DOE, HENRY | | | | | | 176.00 | | 01-20-2007 01:20:52 PM | CSCSPRT |
| | DIST 01 | 88.00 | REG | Y | | | | | | | | | | |
| | 02 | 30.00 | REG | N | 1234 | 50391 | | | | | | | | |
| | 03 | 30.00 | REG | N | 1234 | 50400 | | | | | | | | |
| | 04 | 28.00 | REG | N | 1234 | 50500 | | | | | | | | |
| 999-993 | | 2006-12 | 01 | A | REGION 3 PROGRAM ADMIN | | | | | | 1050.00 | | 01-20-2007 02:25:52 PM | CSCSPRT |
| | DIST 01 | 525.00 | REG | N | 2300 | 50300 | | | | | | | | |
| | 02 | 525.00 | REG | N | 2300 | 50400 | | | | | | | | |
| 999-994 | | 2006-12 | 01 | A | REGION 4 PROGRAM ADMIN | | | | | | 1050.00 | | 01-20-2007 02:19:45 PM | CSCSPRT |
| | DIST 01 | 1050.00 | REG | Y | | | | | | | | | | |
| 999-995 | | 2006-12 | 01 | A | REGION 5 PROGRAM ADMIN | | | | | | 1050.00 | | 01-20-2007 02:25:52 PM | CSCSPRT |
| | DIST 01 | 1050.00 | REG | Y | | | | | | | | | | |

EXHIBIT VI-5-7

CSB522-7 *****
 DEPARTMENT OF AIR QUALITY
 CALSTARS ADJUSTMENT TIMESHEET (AJ) TABLE UPLOAD ACTIVITY REPORT
 01/20/2007 (17:58) *****

ORG NUMBER: 9990
 ORG PAGE: 1
 RUN PAGE: 1

SORTED BY LAST FOUR DIGITS OF EMPLOYEE NUMBER

| POSITION | EMP NUMBER | YEAR-MO | PAGE | F | NAME | TOTAL HOURS | AVG | TRANS DATE | TRANS TIME | USERID | | | | |
|----------|-------------|---------|------|------|------------------------|-------------|------|------------|-------------|-------------------------|-------|-----|--------|----------------|
| | | HOURS | TYPE | D | INDX | PCA | ACTY | AO | PROJ/WP | LOC | MULTI | PUR | DIST # | ERROR MESSAGES |
| | 999-99-9994 | 2006-07 | 01 | A | DOE, WILLIAM | 176.00 | | 01-20-2007 | 01:20:52 PM | UPLOAD | | | | |
| DIST 01 | 100.00 | REG | N | 2222 | 50300 | | | | | | | | | |
| 02 | 76.00 | REG | N | 2222 | 50500 | | | | | | | | | |
| | 998-99-9996 | 2006-07 | 01 | A | DOE, ZACHERY | 176.00 | | 01-20-2007 | 01:19:18 PM | UPLOAD | | | | |
| DIST 01 | 88.00 | REG | N | 3333 | 50500 | | | | | | | | | |
| 02 | 88.00 | REG | N | 3333 | 50600 | | | | | | | | | |
| | 999-99-9996 | 2006-12 | 01 | A | DOE, TERRY | 176.00 | | | | | | | | |
| DIST 01 | 88.00 | REG | Y | | | | | | 04 | X97-OT/SDOT NOT ALLOWED | | | | |
| 02 | 30.00 | REG | N | 1234 | 50391 | | | | | | | | | |
| 03 | 30.00 | REG | N | 1234 | 50400 | | | | | | | | | |
| 04 | 28.00 | OT | N | 1234 | 50500 | | | | | | | | | |
| 999-997 | | 2006-12 | 01 | A | REGION 7 PROGRAM ADMIN | 1050.00 | | | | ZCA-INVALID TOTAL HOURS | | | | |
| 999-998 | | 2006-12 | 01 | A | REGION 8 PROGRAM ADMIN | 1050.00 | | 01-20-2007 | 02:19:45 PM | UPLOAD | | | | |
| DIST 01 | 1050.00 | REG | Y | | | | | | | | | | | |

ADJUSTMENT PAYROLL TABLE

The PT Table specifies the original dollars and hours to be reversed and redistributed. The information needed to complete this table can be obtained from any of the following documents corresponding to the original labor run:

- ✧ The Undistributed/Supplement Generator Activity Report (CFB536);
- ✧ The Actuals Generator Report (CFB540);
- ✧ The Undistributed Payroll Analysis Report (CFB556-1); or
- ✧ The SCO Payroll Registers.

Structure

The PT Table is divided into two segments: The control key and informational data. The control key identifies each payroll record and consists of an Organization Code, (optional) Position Number, Employee Number, Funding Fiscal Year, and Year-Month, Payment Type, Suffix and Clearance.

The informational data segment identifies the Class Type and the original payroll distribution (e.g. SCO hours, gross amount, and benefits amounts).

Relationship To Other Tables

During the update of the PT Table, the Labor Control (LC) Table, the Employee Master (EM) Table, TS Table, and the AJ Table are used to validate the PT record key.

NOTE: An AJ Table record must be established before a PT Table record.

Input Coding

A listing of the fields contained on the Payroll Adjustment Entry screen and/or on the activity reports is shown in Exhibit VI-5-8. It includes explanations of the fields as well as coding instructions for data entry.

Data entered on the PT Entry screen is keyed from the PT Table Entry Form (CALSTARS 44). The form, shown in Exhibit VI-5-9, is formatted the same as the Entry screen and is available at www.dof.ca.gov/html/calstars/forms.htm.

Adjustment Payroll Entry Screen

The PT Entry screen shown below is available through Command **J.3** or **I.7.5**.

```

9990 I.7.5: Adjustment Payroll Entry                                02-08-2007 11:56 AM

Function: _ (A=Add, C=Change, D=Delete, N=Next, P=Print Table)
          (R=Recall Maint/Print, V=View, W=Print Rec)

POSITION> _ _ _ _ _ EMPLOYEE NUMBER> _ _ _ _ _
FFY: _ _ _ YEAR-MONTH: _ _ _ EMPLOYEE NAME : _ _ _
PAYMENT TYPE> _ PAYMENT SUFFIX> _ CLEARANCE: _ _ _ CLASS TYPE> _

SCO HOURS      : _ _ _ _ _
GROSS PAY      : _ _ _ _ _
RETIREMENT     : _ _ _ _ _
OASDI          : _ _ _ _ _
HEALTH         : _ _ _ _ _
DENTAL         : _ _ _ _ _
LIFE INSURANCE : _ _ _ _ _
VISION         : _ _ _ _ _
MEDICARE       : _ _ _ _ _
OTHER          : _ _ _ _ _

Command: _ _ _ _ _ LP DATE:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Retrn Quit Log List Dfalt Bkwrđ Frwrđ Clear Main

```

PT Table maintenance, **A**=Add, **C**=Change, **D**=Delete, **N**=Next, **P**=Print Table, **R**=Recall Maintenance/Print, **V**=View, and **W**=Print Record, can be performed from the Entry screen.

Adjustment Payroll List Screen

The List screen is displayed when the **F5**=List key on the Entry screen is pressed.

Most table maintenance, **C**=Change, **D**=Delete, **P**=Print Table, **R**=Recall Maintenance/Print, **V**=View, and **W**=Print Record, can be initiated from the List screen. The List screen gives agencies the ability to select multiple records from the screen. Scrolling to another screen for additional selections is not allowed until all selected maintenance is finished.

An example of the screen is displayed below.

```

9990 Adjustment Payroll List                                02-08-2007 12:25 PM

Function: _ (P=Print Table, R=Recall Maint/Print)
          Go to Position/Emp Number:  _  _  _  _  /  _  _  _  _
                                           Year-Month:  _  _

Enter under F below: (C=Change, D=Delete, V=View, W=Print Rec)
F      POSITION      EMP NUMBER      NAME      FFY  YEAR-MO  TP  SX  CLEAR
-      -            -            -            -    -      -  -  -
-      999-99-9991  DOE, JANE      2006  2006-11  0    11111
-      999-99-9992  DOE, ADAM      2006  2006-08  0    12345
-      999-99-9993  DOE, KEVIN      2006  2006-12  0    12346
-      999-99-9994  DOE, WILLIAM    2006  2006-07  0    22345
-      999-99-9995  DOE, HENRY      2006  2006-09  1    11111
          *** End of Data ***

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit  Log          Bkwrdr Frwrdr Clear          Main

```

The list of PT records is displayed in Position/Emp Number order. If the Entry screen is blank when **F5** is pressed, the list of records will begin with the first sequential record of the table. If a record is displayed on the Entry screen, the list will begin with that record followed by the next sequential record within the Year-Month period. To list records for a specific pay period, key the pay period in the Year-Month field and press **Enter**.

To find a record, enter the Position (if used)/Emp Number and the Year-Month in their respective fields and press Enter. If the record exists, it will be the first record listed on the screen. If the request record does not exist, the list will start with the next sequential record. If only the Position/Emp number is entered, the list will begin with the first record for that employee and will include all pay periods. If only the Year-Month field is keyed, the list will include all records for the specified pay period.

To perform maintenance, either enter a **P** or **R** in the Function Field or enter a **C**, **D**, **V** or **W** in the **F** action column to the left of the desired record. Values cannot be keyed in the Function field and the **F** action column at the same time. However, multiple records may be selected from the **F** action column.

When multiple records are selected from the List screen and **Enter** is pressed, the first record retrieved is displayed on the Entry screen. When **C** or **D** is selected, the **C** or **D** is inserted in the Function field on the Entry screen. The **F2** key is used to go to the next record. All records are displayed in ascending order by Position(if used)/Emp Number. All maintenance must be completed or cancelled (by pressing **F2** Next) before the List screen may be re-accessed.

TABLE MAINTENANCE FUNCTIONS

The following functions are performed online for an immediate update. Updated records are ready for use as soon as they are successfully entered.

A=Add

From The Entry Screen:

Key **A** in the Function field and the required fields on the screen to **Add** a record to the PT Table. When all data is entered on the screen, press **Enter**. If the transaction passes all online edits, it updates the PT file. A fresh screen is displayed with blank data fields, and a message confirming that the PT Table record was added successfully is displayed at the bottom of the screen.

From The List Screen:

The **Add** function is not available on the List screen.

C=Change

From The Entry Screen:

To **Change** a record, the record must first be displayed on the screen. To display a record and make a change, either:

- (1) Scroll through the records using the **F7** and **F8** keys, and key a **C** in the Function field of the desired record;
- (2) Key a **V** in the Function field, the appropriate values in the record key fields, and press **Enter** to **View** a record. Key a **C** in the Function field; or
- (3) Key a **C** in the Function field, the appropriate values in the record key fields, and press **Enter**.

Key over the field(s) to be changed, and press **Enter**. When **Enter** is pressed, the PT record is displayed with the changes. A message confirming that the record was changed successfully is displayed at the bottom of the screen.

From The List Screen:

Key a **C** in the Function column to the left of the desired record(s), and press **Enter** to display the record on the Entry screen. Key over the field(s) to be changed and press **Enter**. When **Enter** is pressed, the record is displayed with the changes. A message confirming that the record was changed successfully is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

D=DeleteFrom The Entry Screen:

To **Delete** a record, either:

- (1) Scroll through the records using the **F7** and **F8** keys, key a **D** in the Function field of the desired record, and press **Enter**;
- (2) Key a **V** in the Function field, the appropriate values in the record key fields, and press **Enter** to **View** a record. Key a **D** in the Function field, and press **Enter**; or
- (3) Key a **D** in the Function field, the appropriate values in the record key fields, and press **Enter**.

The record and the Action Confirmation pop-up screen are displayed. The pop-up screen is shown below.

| |
|---|
| <p style="text-align: center;">A C T I O N C O N F I R M A T I O N</p> <p style="text-align: center;">Delete Adjustment Payroll Record</p> <p style="text-align: center;">Press F4 to confirm or F2 to cancel</p> |
|---|

If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the PT Table.

A message confirming that the record was deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the screen. When either is selected, the record remains on the Entry screen, and the Function field is blank.

From The List Screen:

Key a **D** in the F action column to the left of the desired record(s), and press **Enter**. The record and the Action Confirmation pop-up screen are displayed.

If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the PT Table.

A message confirming that the record was deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the screen. When either is selected, the record remains on the Entry screen, and the Function field is blank. Use **F2** to proceed to the next selected record or return to the List screen.

N=NextFrom The Entry Screen:

Next performs the same as the **Add** function, except the data remains on the screen after **Enter** is pressed.

From The List Screen:

The **Next** function is not available on the List screen.

P=Print Table

The **Print Table** function causes the Print/Report File Selection pop-up screen to be displayed. This pop-up screen gives agencies the option of generating an electronic report file of the PT Table Listing Report and/or printing the report. The report contains all records within the PT Table and is displayed in Exhibit VI-5-11.

From The Entry Screen:

Key a **P** in the function field, and press **Enter** to display the Print/Report File Selection pop-up screen.

From The List Screen:

Key a **P** in the function field, and press **Enter** to display the Print/Report File Selection pop-up screen.

An example of the pop-up screen is shown below.

```
Print/Report File Selection
Adjustment Payroll (PT) Table

_ Enter Destination:
  F=Report File only
    Report File: CS9990.CSI524-2.TBL-PT.IQ.D2070213.T0959468
  P=Printer Output and Report File
    Printer ID : CTP2      Report Class: Z      Report ID: ITBL
    Report File: CS9990.CSI524-2.TBL-PT.IQ.D2070213.T0959468
  O=Report Output after Labor Process
    Printer ID : CTP2      Report Class: A      Report ID: LABT

Press Enter to submit the request, or F2 to cancel
```

Key one of the following 3 options in the Destination field on the pop-up screen:

- F** – Immediately generates an electronic report file of the Adjustment Payroll (PT) Table Listing Report (CSI524-2)
- P** – Immediately generates an electronic report file of the Adjustment Payroll (PT) Table Listing Report (CSI524-2) and ROPES the Adjustment Payroll (PT) Table Listing Report (CSI524-2) to an agency printer.
- O** – ROPES the Adjustment Payroll (PT) Listing Report (CSB524-2), including the current day's table maintenance, to an agency printer after the labor process is run.

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen. Use **F2** to return to the previous screen (Entry or List).

Note: The Print Output Destination is maintained by CALSTARS staff. To request a change, send an e-mail to calstars@dof.ca.gov. Include 'Report Routing' in the subject line.

R=Recall Maintenance/Print

The Recall function is used to delete PT Table maintenance before the Labor process is initiated. For this table, only print (option O) maintenance may be recalled.

From The Entry Screen Or The List Screen:

Key an **R** in the function field, and press **Enter** to display the Recall Labor Process Maintenance/Print Request pop-up screen as shown below. All fields from the screen must be blank when **Enter** is pressed. Use **F2** to return to the Entry or the List screen.

An example of the pop-up screen is shown below.

```
Recall Labor Process Maintenance/Print Request
Adjustment Payroll (PT) Table

Select one or more with a 'Y':

_ Remove the request to Print the Table
*** End of Data ***

Press Enter to remove the request(s).
PF2      PF7  PF8
Retrn    Bkwrd Frwr
```

Key a **Y** in the field to the left of the desired print request(s), and press **Enter** to delete the request(s). A confirmation message is displayed at the bottom of the screen.

V=View

From The Entry Screen:

Key a **V** in the Function field, the record key values in their respective fields, and press **Enter** to **View** a record. A confirmation message is displayed at the bottom of the screen.

From The List Screen:

Key a **V** in the F action column to the left of the desired record(s), and press **Enter**. A confirmation message is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

W=Print Record

The **W** function immediately prints a single record report (CSI524-2) and generates a single record report file from the PT Table. The printed report is ROPED to the agency printer in the ITBL queue. The electronic report file naming convention is CSxxxx.CSI524-2.TBL-TS.IQ.Dcyymmdd.Thhmmss.

From The Entry Screen:

Key a **W** in the Function field, the record key values in their respective fields, and press **Enter** to print the record and generate the report file. The record is displayed with a confirmation message at the bottom of the screen

From The List Screen:

Key a **W** in the F action column to the left of the desired record, and press **Enter** to print the record and generate the report file. The record is displayed on the Entry screen with a confirmation message. Use **F2** to proceed to the next selected record or to return to the List screen.

FUNCTION (F) KEYS

The program function keys are used for online help, for efficient navigation to various online screens, for establishing defaults, and for clearing the screen. The following F keys are available for the PT Table screens:

F1=Help—The following two types of online help is available on pop-up screens:

- ✳ Field look-up assistance is available for fields that display a ">" (greater than) sign to the right of the field label. When the cursor is placed on any space

within a field having a ">" and **F1** is pressed, a pop-up screen displays a list of the available values for that field. To locate a desired code, use the F7 and F8 keys to scroll through the listing or use the search option. To begin a search, enter a portion or all of a number or title in the fields at the top of the pop-up window and press Enter. To insert a code on the Entry screen, use the mouse or arrow keys to place the cursor on the row that includes the desired code. The code is automatically inserted on the Entry screen when Enter is pressed.

- ❖ General text information is available when the cursor is placed on the screen and **F1** is pressed. This does not apply for fields with look-up assistance.

F2=Retrn (Return) or **Next**—The following two functions are available for the **F2** key.

Retrn—Exits the present activity and displays the prior or higher order menu or screen. All data entered on the screen, but not accepted before exiting, is lost.

Next—When more than one record is selected for action from the List screen and **Enter** is pressed, the first selected record is displayed. The label below the **F2** key changes from **Retrn** to **Next**. When **F2=Next** is pressed, the next selected record is displayed. The records are displayed one at a time in ascending order. When the last record selected is displayed, the label below the **F2** key changes back to **Retrn**.

F3=Quit—Exits the present activity in preparation for CALSTARS logoff. An action confirmation pop-up screen will display to confirm the **Quit** action. Data entered on the screen, but not accepted for processing, remains on the screen if **F2** (resume) is selected. When **F3** is selected, the CALSTARS logoff is initiated. All data entered on the screen, but not accepted for processing, is lost.

F5=List—Displays the PT List screen.

F6=Dfalt (Default)—Locks and unlocks fields for data entry. Defaults may be set to retain coding information for use in consecutive transactions and to "skip" unused fields so the cursor stops only at fields to be keyed. Values cannot be changed in locked fields. To set Defaults:

1. Enter data in the fields that are to become defaults (i.e., used in the current and subsequent transactions).
2. To skip fields that will not be used, enter a period (.) in the first position of the fields.
3. Press **F6** to lock these fields as defaults. This changes the characters to green and the underline is removed.

Key the remainder of the data needed for the transaction, and press **Enter** to 'save' the transaction.

Defaults may be turned on or off at any time during the transaction entry process by alternately pressing **F6**.

F7=Bkwrđ (Backward)—Go to the previous record (page of records).

F8=Frwrđ (Forward)—Go to the next record (page of records).

F9=Clear—Erases all keyed fields except any fields locked by **F6=Dfalt**.

F12=Main—Go to the CALSTARS main menu. All data entered on the screen, but not accepted for processing, is lost.

ADJUSTMENT PAYROLL TABLE REPORTS

The following reports are system generated:

- ✧ Adjustment Payroll Table Activity Report (CSB524-1) - This report displays all transactions successfully entered online during the work day. It is produced during labor processing, which begins daily at 3:00 PM. The report is displayed in Exhibit VI-5-10.
- ✧ Adjustment Payroll Table Upload Activity Report (CSB524-4) – This report displays all transactions processed from external input files and corresponding error codes and messages, if applicable. The report is displayed in Exhibit VI-5-12.

The following report is produced upon agency request:

- ✧ Adjustment Payroll Table Listing Report (CSB524-2/CSI524-2) - This report is produced when function **P**=Print Table or **W**=Print Rec (1 record only) is entered on the PT Entry or List screen. The report is displayed in Exhibit VI-5-11.

CONTROL

The Adjustment Payroll Table Activity Report (CSB524-1) and the Adjustment Payroll Table Upload Activity Report (CSB524-4) should be proofread to ensure that all maintenance was done correctly.

A control log and the activity reports should be maintained for the same amount of time as the accounting transactions they control.

EXHIBIT VI-5-8
ADJUSTMENT PAYROLL TABLE AND REPORT FIELD DESCRIPTIONS

| Data Element | Length | Contents |
|--------------------------------|--------|--|
| Control Key: | | |
| ORGANIZATION (ORG) | 4 | The Organization is automatically entered from the signon. |
| POSITION | 13 | Enter the 13-digit Employee Position Number, or Enter the 6-digit Group Number followed by 7 zeroes. |
| EMPLOYEE NUMBER | 9 | Enter the 9-digit Employee Number, or Enter zeroes if the record is for a <u>group</u> . |
| FUNDING FISCAL YEAR (FFY) | 2 | Enter the Funding Fiscal Year. |
| YEAR-MONTH (YEAR-MO) | 4 | Enter the Pay Period Calendar Year and Month. (January 1989 = 8901). |
| PAYMENT TYPE (TYPE) | 1 | Enter the Payment Type: 0 - Regular pay; 1 - Overtime pay; 2 - Shift Differential pay. |
| PAYMENT SUFFIX (SX) | 1 | Enter the Payment Suffix, or leave blank: Blank - No suffix F - FLSA Overtime (use only with Payment Type 1) S - Shift Differential Overtime. (Use only with Payment Type 1). |
| CLEARANCE (CLEAR) | 5 | Enter the 5-digit SCO Clearance Number. |
| Informational Elements: | | |
| CLASS TYPE | 1 | Enter the Class Type. Blank - Civil Service C - CSUC E - Ecology Corps F - Finance Exempt J - Judicial Council L - Statutory Officers M - Maritime Academy P - Exempt CETA S - SPB Exempt |
| SCO HOURS | 1-7 | Enter hours for original SCO payment record. |
| GROSS PAY (GROSS) | 1-7 | Enter gross pay from original SCO payment record. |
| RETIREMENT (RETIRE) | 1-7 | Enter State's share of retirement or enter zero, if none. |
| OASDI | 1-7 | Enter State's share of OASDI or enter zero, if none. |
| HEALTH | 1-7 | Enter State's share of Health Insurance or enter zero, if none. |
| DENTAL | 1-7 | Enter State's share of Dental Insurance or enter zero, if none. |
| LIFE INSURANCE (LIFE) | 1-7 | Enter State's share of Management Life Insurance or enter zero, if none. |
| VISION | 1-7 | Enter State's share of Vision Insurance or enter zero, if none. |
| MEDICARE | 1-7 | Enter State's share of Medicare Insurance or enter zero, if none. |
| OTHER | 1-7 | Enter State's share of Other Benefits such as FlexElect or enter zero, if none. |

EXHIBIT VI-5-8 (Continued)
ADJUSTMENT PAYROLL TABLE AND REPORT FIELD DESCRIPTIONS

| Data Element | Length | Contents |
|--|--------|--|
| <u>THE FIELD BELOW IS DISPLAYED ON THE ENTRY SCREEN AND ON THE CSB524-2 REPORT:</u> | | |
| LAST PROCESSED DATE (LP DATE) | 2+2+4 | The Last Processed Date is the last date the record was updated by table maintenance. This field is updated when a transaction is processed. It cannot be altered by the user. |
| <u>THE FIELDS BELOW ARE ONLY DISPLAYED ON THE CSB524-1 AND CSB524-4 REPORTS:</u> | | |
| TRANSACTION DATE | 2+2+4 | The Transaction Date identifies the date the transaction was processed. |
| TRANSACTION TIME | 2+2+2 | The Transaction Time identifies the time the transaction was processed. |
| USER IDENTIFICATION (USERID) | 7 | The User Identification identifies the Sign-on ID used to input the transaction. |

NOTE: The SCO Hours field as well as all the Amount fields (Gross Pay – Other) must be keyed with two decimal places, but without the decimal point, e.g., 27.5 hours is keyed as **2750**.

EXHIBIT VI-5-9

| | | |
|---|---|--|
| CALSTARS 44 (revised 5-8-2007) | ADJUSTMENT PAYROLL (PT) TABLE ENTRY FORM | ORG: _____ |
| PREPARED BY: _____ DATE: _____ ENTERED BY: _____ DATE: _____ | | |
| FUNCTION <input type="checkbox"/> (A=Add, C=Change, D=Delete, P=Print Table, U=Gen Record, W=Print Record) | | |
| POSITION <input style="width: 100px;" type="text"/> | EMPLOYEE NUMBER <input style="width: 100px;" type="text"/> | |
| FFY <input style="width: 50px;" type="text"/> | YEAR-MONTH <input style="width: 50px;" type="text"/> <input style="width: 20px;" type="text"/> | |
| PAYMENT TYPE <input type="checkbox"/> | PAYMENT SUFFIX <input type="checkbox"/> | CLEARANCE <input style="width: 50px;" type="text"/> |
| | | CLASS TYPE <input type="checkbox"/> |
| SCO HOURS | <input style="width: 100px;" type="text"/> | |
| GROSS PAY | <input style="width: 100px;" type="text"/> | |
| RETIREMENT | <input style="width: 100px;" type="text"/> | |
| OASDI | <input style="width: 100px;" type="text"/> | |
| HEALTH | <input style="width: 100px;" type="text"/> | |
| DENTAL | <input style="width: 100px;" type="text"/> | |
| LIFE INSURANCE | <input style="width: 100px;" type="text"/> | |
| VISION | <input style="width: 100px;" type="text"/> | |
| MEDICARE | <input style="width: 100px;" type="text"/> | |
| OTHER | <input style="width: 100px;" type="text"/> | |
| P=PRINT FUNCTION SELECTED: | | |
| REPORT DESTINATION <input type="checkbox"/> | (F=Report File only, P=Printer Output & Report File, O=Overnight Printer Output) | |
| ADDITIONAL YEAR-MONTH TO PRINT _____ | | |
| R=RECALL MAINT FUNCTION SELECTED, ACTION(S) TO RECALL _____ | | |

EXHIBIT VI-5-10

| | | | | | | | | | | | | | | | |
|--------------------------|------------------------|-------|---------|----------------------------------|----------|---------------|----------|--------|--|------------------------|----------------|------|------|------------------|--|
| CSB524-1 ***** | | | | DEPARTMENT OF AIR QUALITY | | | | | | ***** | | | | ORG NUMBER: 9990 | |
| CALSTARS | | | | ADJUSTMENT PAYROLL (PT) ACTIVITY | | | | | | REPORT | | | | ORG PAGE: 1 | |
| 01/20/2007 (17:58) ***** | | | | | | | | | | | | | | RUN PAGE: 1 | |
| POSITION | EMPLOYEE NUMBER | FFY | YEAR-MO | PAYMENT TYPE SX | CLEAR F | CLASS TYPE | SCO | HOURS | | ---- | TRANSACTION | ---- | | | |
| ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- | | ---- | DATE | TIME | ---- | USERID | |
| | NAME | | | GROSS | RETIRE | OASDI | HEALTH | DENTAL | | | ERROR MESSAGES | | | | |
| | | | | | LIFE | VISION | MEDICARE | OTHER | | | | | | | |
| | | | | | | | | | | | | | | | |
| 999-993 | | 2006 | 2006-12 | 0 | 12345 A | | 1050.00 | | | 01/20/2007 02:25.52 PM | CSCSPRT | | | | |
| | REGION 3 PROGRAM ADMIN | | | 50,000.00 | 1,000.00 | 1,500.00 | 5,000.00 | 750.00 | | | | | | | |
| | | | | | | 600.00 | 300.00 | | | | | | | | |
| 999-999-9999-001 | 999-99-9990 | 2006 | 2006-12 | 0 | 12345 A | | 176.00 | | | 01/20/2007 01:19.52 PM | CSCSPRT | | | | |
| | DOE, JAMIE | | | 6,000.00 | 120.00 | 170.00 | 500.00 | 90.00 | | | | | | | |
| | | | | | 100.00 | 60.00 | 30.00 | 20.00 | | | | | | | |
| 999-999-9999-002 | 999-99-9991 | 2006 | 2006-11 | 0 | 12345 A | | 176.00 | | | 01/20/2007 01:19.52 PM | CSCSPRT | | | | |
| | ZELDA, JAMES | | | 3,000.00 | 60.00 | 85.00 | 500.00 | 90.00 | | | | | | | |
| | | | | | | 60.00 | 30.00 | | | | | | | | |
| 999-999-9999-002 | 999-99-9991 | 2006 | 2006-12 | 0 | 23456 A | | 176.00 | | | 01/20/2007 01:19.52 PM | CSCSPRT | | | | |
| | ZELDA, JAMES | | | 4,000.00 | 75.00 | 100.00 | 500.00 | 90.00 | | | | | | | |
| | | | | | | 60.00 | 30.00 | | | | | | | | |

EXHIBIT VI-5-11

| | | | | | | | | | | | | | |
|--------------------------|------------------------|------|---------|---------------------------------|-------|---------------|----------|----------|---------|------------------------------------|-----------|-------------|------|
| CSB524-2 ***** | | | | DEPARTMENT OF AIR QUALITY | | | | ***** | | | | ORG NUMBER: | 9990 |
| CALSTARS | | | | ADJUSTMENT PAYROLL (PT) LISTING | | | | REPORT | | | | ORG PAGE: | 1 |
| 01/20/2007 (17:58) ***** | | | | | | | | | | | | RUN PAGE: | 1 |
| POSITION | EMPLOYEE NUMBER | FFY | YEAR-MO | PAYMENT TYPE SX | CLEAR | CLASS TYPE | SCO | HOURS | LP DATE | | | | |
| ----- | | | | ----- | | ----- | | ----- | | ----- | | | |
| NAME | | | | GROSS | | RETIRE | OASDI | HEALTH | DENTAL | | | | |
| ----- | | | | ----- | | ----- | | ----- | | ----- | | | |
| | | | | LIFE | | VISION | MEDICARE | OTHER | | | | | |
| ----- | | | | ----- | | ----- | | ----- | | ----- | | | |
| 999-993 | | 2006 | 2006-12 | 0 | | 12345 | 1050.00 | | | 01/15/2007 | | | |
| | REGION 3 PROGRAM ADMIN | | | 50,000.00 | | 1,000.00 | 1,500.00 | 5,000.00 | 750.00 | | | | |
| | | | | | | | 600.00 | 300.00 | | | | | |
| 999-999-9999-001 | 999-99-9990 | 2006 | 2006-12 | 0 | | 12345 | 176.00 | | | 01/15/2007 | | | |
| | DOE, JAMIE | | | 6,000.00 | | 120.00 | 170.00 | 500.00 | 90.00 | | | | |
| | | | | | | 100.00 | 60.00 | 30.00 | 20.00 | | | | |
| 999-999-9999-002 | 999-99-9991 | 2006 | 2006-11 | 0 | | 12345 | 176.00 | | | 01/15/2007 | | | |
| | ZELDA, JAMES | | | 3,000.00 | | 60.00 | 85.00 | 500.00 | 90.00 | | | | |
| | | | | | | | 60.00 | 30.00 | | | | | |
| 999-999-9999-002 | 999-99-9991 | 2006 | 2006-12 | 0 | | 23456 | 176.00 | | | 01/15/2007 | | | |
| | ZELDA, JAMES | | | 4,000.00 | | 75.00 | 100.00 | 500.00 | 90.00 | | | | |
| | | | | | | | 60.00 | 30.00 | | | | | |
| | | | | | | | | | | *SCO HOURS TOTAL: | 528.00 | | |
| | | | | | | | | | | *GROSS PAY TOTAL: | 10,915.00 | | |
| | | | | | | | | | | *RETIREMENT TOTAL: | 1,641.40 | | |
| | | | | | | | | | | *OASDI TOTAL: | 433.79 | | |
| | | | | | | | | | | *HEALTH TOTAL: | 635.25 | | |
| | | | | | | | | | | *DENTAL TOTAL: | 119.86 | | |
| | | | | | | | | | | *LIFE INSURANCE TOTAL: | 26.90 | | |
| | | | | | | | | | | *VISION TOTAL: | 19.32 | | |
| | | | | | | | | | | *MEDICARE TOTAL: | 3.52 | | |
| | | | | | | | | | | *OTHER TOTAL: | 7.34 | | |
| | | | | | | | | | | *TOTAL ADJUSTMENT PAYROLL RECORDS: | 4 | | |

EXHIBIT VI-5-12

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------|--|-------------|--|-----------|---------|----------|-------|----------|---------|---|--|--------|------------------------|-------------------------|--------|----------------|--------|--|--|-------------|--|-------------|--|--|--|--|--|--|--|------------------|--|
| CSB524-4 ***** | | | | | | | | | | DEPARTMENT OF AIR QUALITY | | | | | | | | | | ***** | | | | | | | | | | ORG NUMBER: 9990 | |
| CALSTARS | | | | | | | | | | UPLOAD ADJUSTMENT PAYROLL (PT) ACTIVITY | | | | | | | | | | REPORT | | ORG PAGE: 1 | | | | | | | | | |
| 01/20/2007 (17:58) ***** | | | | | | | | | | ***** | | | | | | | | | | RUN PAGE: 1 | | | | | | | | | | | |
| POSITION | | EMPLOYEE | | FFY | YEAR-MO | PAYMENT | | CLEAR | F | CLASS | | SCO | HOURS | ---- TRANSACTION ---- | | | | | | | | | | | | | | | | | |
| | | NUMBER | | | | TYPE | SX | | | TYPE | | | | DATE | | TIME | USERID | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | NAME | | | | GROSS | | RETIRE | | OASDI | | HEALTH | | DENTAL | | ERROR MESSAGES | | | | | | | | | | | | | | | |
| | | | | | | LIFE | | VISION | | MEDICARE | | OTHER | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 999-993 | | 2006 | | 2006-12 | 0 | 12345 | | A | 1050.00 | | | | 01/20/2007 03:15.00 PM | | UPLOAD | | | | | | | | | | | | | | | | |
| REGION 3 PROGRAM ADMIN | | | | 50,000.00 | | 1,000.00 | | 1,500.00 | | 5,000.00 | | 750.00 | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | 600.00 | | 300.00 | | | | | | | | | | | | | | | | | | | | | |
| 999-999-9999-001 | | 999-99-9990 | | 2006 | 2006-12 | 0 | 12345 | | A | 176.00 | | | | 01/20/2007 03:15.00 PM | | UPLOAD | | | | | | | | | | | | | | | |
| DOE, JAMIE | | | | 6,000.00 | | 120.00 | | 170.00 | | 500.00 | | 90.00 | | H05-ADJUST TS NOT FOUND | | | | | | | | | | | | | | | | | |
| | | | | | | 100.00 | | 60.00 | | 30.00 | | 20.00 | | | | | | | | | | | | | | | | | | | |
| 999-999-9999-002 | | 999-99-9991 | | 2006 | 2006-11 | 0 | 12345 | | A | 176.00 | | | | 01/20/2007 03:15.00 PM | | UPLOAD | | | | | | | | | | | | | | | |
| ZELDA, JAMES | | | | 3,000.00 | | 60.00 | | 85.00 | | 500.00 | | 90.00 | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | 40.00 | | 130.00 | | | | | | | | | | | | | | | | | | | | | |
| 999-999-9999-002 | | 999-99-9991 | | 2006 | 2006-12 | 0 | 23456 | | A | 176.00 | | | | 01/20/2007 03:15.00 PM | | UPLOAD | | | | | | | | | | | | | | | |
| ZELDA, JAMES | | | | 4,000.00 | | 75.00 | | 100.00 | | 500.00 | | 90.00 | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | 60.00 | | 30.00 | | | | | | | | | | | | | | | | | | | | | |

LABOR DISTRIBUTION ADJUSTMENT SYSTEM PROCESS

After all information is entered on the TS, AJ and PT Tables, the adjustment process can be run. Key an **A** in the Run Labor Indicator field on the Organization Control Table Maintenance/Inquiry screen to initiate the adjustment process, which begins daily at 3:00 PM.

The major steps of the Labor Distribution Adjustment Run occur in the following order:

1. **Pre-Processor** – PT records/FFY are validated against other tables prior to the adjustment run.
2. **Reversal Run** – Generates transactions to reverse the original labor cost distributions.
3. **Reposting Run** – Generates the new distribution transactions.
4. **Summarization Batching Process** – Summarizes like transactions for entry.
5. **Labor Tables Update** – Updates the TS, AJ and PT tables, including the purge of the Adjustment Timesheet and Payroll entries to prevent duplication.
6. **OC Table Update** – resets the OC Table Run Labor Indicator to **N**.

Exhibit VI-5-13 displays a flowchart of the entire adjustment process.

Pre-Processor

The Pre-Processor validates that changes have not been made since the creation of the PT records. The following edits are performed:

- ✧ Each PT Table entry must have a matching AJ Table entry;
- ✧ Each PT Table entry must have a matching original TS Table entry;
- ✧ Each PT Table entry must have a matching EM Table record; and
- ✧ A LC Table record must exist for the FFY of the transactions.

PT Table records that pass the edits are duplicated as follows:

- ✧ One set contains hours and dollars with a *negative value* and is used to create the distributions in the reversal run.
- ✧ The other set contains hours and dollars with a *positive value* and is used to create the distributions in the reposting run.

PT Table records that do not pass the edits are displayed on the CFB554A1, Adjustments Preprocessor Exceptions Report. The report is displayed in Exhibit VI-5-15.

A flowchart of the Pre-Processor is displayed in Exhibit VI-5-14.

Reversal Run

The reversal run reverses the original labor distributions by applying the negative PT values created during the Pre-Processor step to each original timesheet. A flowchart of the reversal process is displayed in Exhibit VI-5-16.

A sample of the CFB540A4, Labor Adjustments – Transaction Reversals – Actuals Report, is shown in Exhibit VI-5-17.

Reposting Run

The reposting run creates the new or reposted distributions by applying the positive PT values created during the Pre-Processor step to each adjustment timesheet. A flowchart of this process is displayed in Exhibit VI-5-18.

A sample of the CFB540A7, Labor Adjustments – Transaction Reposting – Actuals, is shown in Exhibit VI-5-19.

Summarization Batching Process

After the reversal and reposting runs are completed and other intermediate reports are produced, the transactions are summarized and placed into batches by the CALSTARS Labor Distribution Interface program. The transactions generated by the labor distribution process are summarized using every accounting classification in the transaction (Transaction Code, FFY, Index, PCA and Object, etc.). All transactions are batched and identified by the SCO Clearance Number, which is the Current Document Number. A flowchart of the process is displayed in Exhibit VI-5-20.

The system generated Batch Type for labor distribution Reversal and Reposting transactions is **LA**. Two reports are generated from this process, the CFB544A1, Interface Control Report and the CFB544A2, Labor Distribution Interface Summary Report. A sample of the Interface Control Report is shown in Exhibit VI-5-21, and a sample of the Labor Distribution Interface Summary Report is shown in Exhibit VI-5-22.

Labor Tables Update

The table update program performs the following functions:

- ✦ Replaces original timesheets with the Adjustment Timesheets;
- ✦ Deletes PT Table records;
- ✦ Deletes AJ Table records; and
- ✦ Generates a purge report.

After the adjustment timesheet run (Run Labor Indicator A) is completed, the original timesheet is replaced with the Adjustment Timesheet to reflect the new timesheet distributions. All AJ Table and PT Table records are deleted so adjustments are not duplicated. AJ records that do not have a matching PT record at the time of the adjustment run are also purged.

The CFB558A1, Time Sheet Replacement / AT & PT Purge Report, is shown in Exhibit VI-5-23. This report displays the activity from the replacement and purge processes.

OC Table Update

The OC Table Labor Run Indicator is reset to **N**.

EXHIBIT VI-5-13
LABOR DISTRIBUTION ADJUSTMENT PROCESS

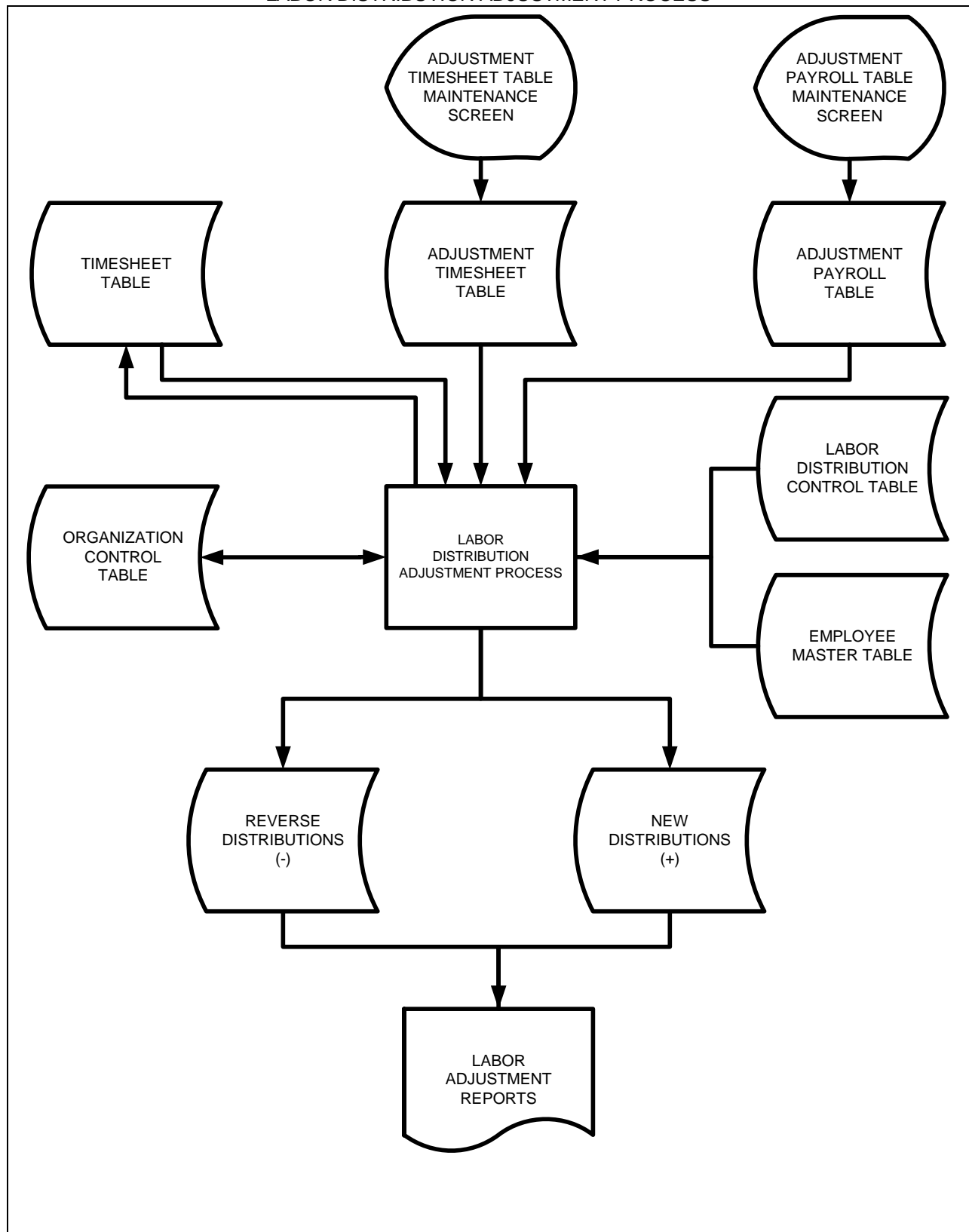


EXHIBIT VI-5-14
PRE-PROCESSOR

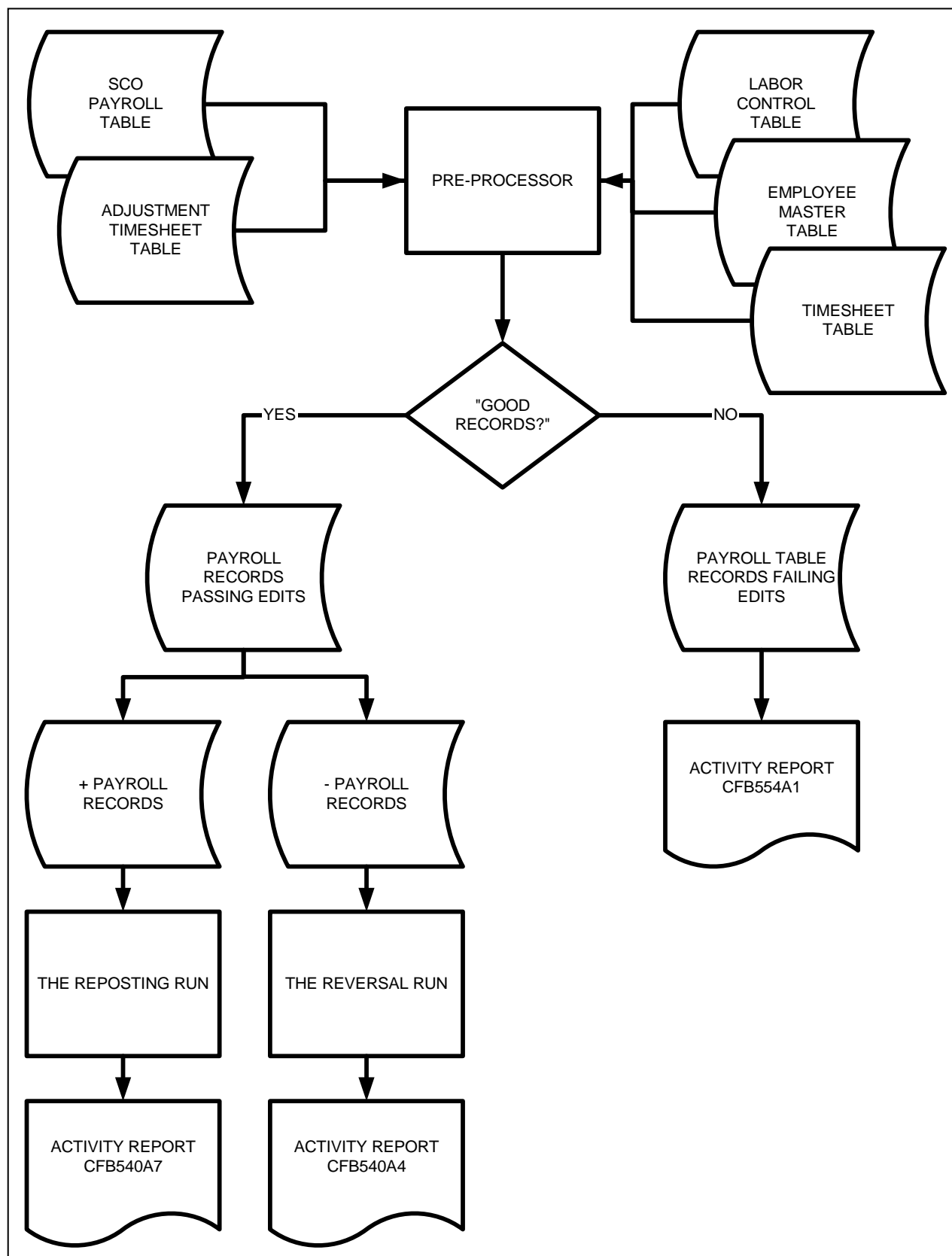


EXHIBIT VI-5-15

```
CFB554A1 *****
                                CALSTARS      L A B O R  A D J U S T M E N T S
07/20/07 (16.30)*****
                                DEPARTMENT OF AIR QUALITY
                                REPORT
                                ***** ORG NUMBER: 9990
                                ORG PAGE: 1
                                RUN PAGE: 1

                                A D J U S T M E N T S   P R E P R O C E S S O R   E X C E P T I O N S
*****

      POSITION      EMP-NO      FFY  YR MO PT/S CLEAR CLASS      MESSAGE
    XXX XXX XXXX XXX  XXX XX XXXX  XX  XX XX  XX XXXXX  X      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

    999 999 9999 002  999 99 9991  06  06 11  0  12345      TS RECORD NOT FOUND
```

EXHIBIT VI-5-16
REVERSAL RUN

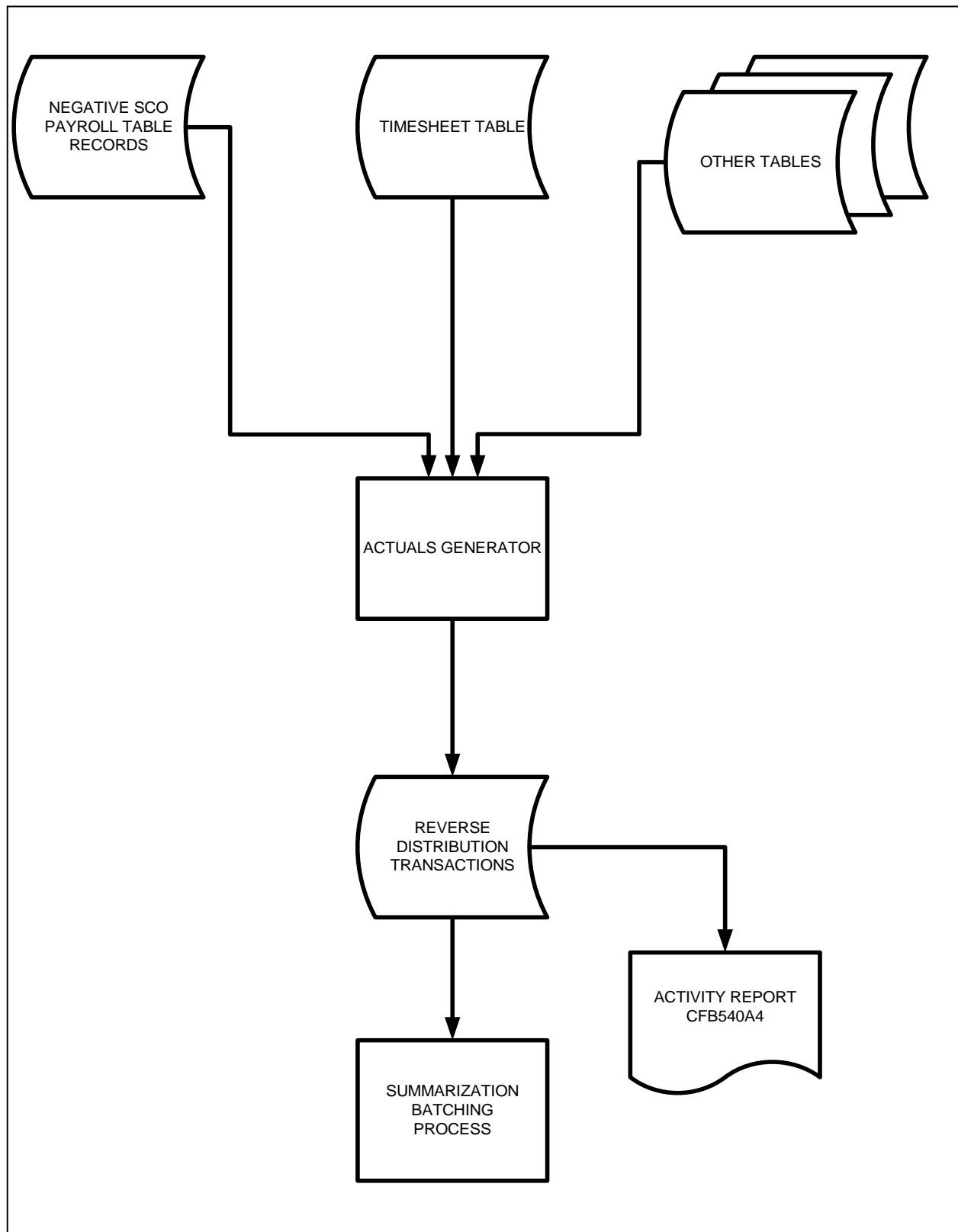


EXHIBIT VI-5-17

CFB540A4 *****
 CALSTARS DEPARTMENT OF AIR QUALITY *****
 LABOR DISTRIBUTION ACTIVITY REPORT ORG NUMBER: 9990
 01/20/07 (32.42)***** ORG PAGE: 12
 RUN PAGE: 12

LABOR ADJUSTMENTS - TRANSACTION REVERSALS - ACTUALS

| POS-NO | EMP-NO | CLEAR | YR | MO | P | S | CT | C | HOURS | GROSS | OASDI/VISION | HEALTH/MED | RETIRE/OTHER | DENTAL | LIFE |
|------------------------|-------------|-------|-------|------|------|--------|-----|---------|----------------|------------|--------------|--------------|------------------------------|------------|------------|
| PAYR: XXX-XXX-XXXX-XXX | XXX-XX-XXXX | XXXXX | XX | XX | X | X | X | X | X | XX,XXX.XX- | XX,XXX.XX- | XX,XXX.99- | XX,XXX.XX- | XX,XXX.XX- | XX,XXX.XX- |
| SRC | TC REV INDX | PCA | ACTV | FFY | PROJ | WP | LOC | MP-CODE | OBJ-DET | AGCY-OBJ | AMOUNT | MESSAGE | | | |
| DIST: XXX | XXX X | XXXX | XXXXX | XXXX | XX | XXXXXX | XX | XXXXXX | XXXXXXXXXXXXXX | XXX | XX | X,XXX,XXX.XX | XXXXXXXXXXXXXXXXXXXXXXXXXXXX | | |

| | | | | | | | | | | | | | | | |
|------------------|-------------|---|---|-------|----|----|---|---|----------|------------|------|------|------|------|------|
| PAYR: 999-998- | - | - | - | 12345 | 06 | 12 | 0 | 1 | 6,351.45 | 99,999.99- | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 999-998-9999-001 | 999-99-9990 | | | 000 | | | | | | | 0.00 | 0.00 | 0.00 | | |
| PAYR: 999-998- | - | - | - | 12345 | 06 | 12 | 0 | 1 | 1,104.60 | 18,354.22- | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 999-998-9999-002 | 999-99-9991 | | | 000 | | | | | | | 0.00 | 0.00 | 0.00 | | |

| | | | | | | | | | | | | | | | |
|-----------|-----|---|------|-------|--|----|--|--|--|-----|----|-------------|----|------|-------|
| DIST: SCO | 805 | R | 7790 | 97790 | | 01 | | | | 998 | 02 | 13,807.50- | NO | TIME | SHEET |
| DIST: PHB | 371 | R | 7790 | 97790 | | 01 | | | | 003 | | 218,354.20- | NO | TIME | SHEET |
| DIST: PHB | 371 | | 9999 | 99003 | | 01 | | | | 003 | | 218,354.20 | NO | TIME | SHEET |
| DIST: AB | 371 | R | 7790 | 97790 | | 01 | | | | 103 | | 13,409.04- | NO | TIME | SHEET |
| DIST: AB | 371 | | 9999 | 99004 | | 01 | | | | 103 | | 13,409.04 | NO | TIME | SHEET |
| DIST: AB | 371 | R | 7790 | 97790 | | 01 | | | | 106 | | 6,749.42- | NO | TIME | SHEET |
| DIST: AB | 371 | | 9999 | 99005 | | 01 | | | | 106 | | 6,749.42 | NO | TIME | SHEET |
| DIST: AB | 371 | R | 7790 | 97790 | | 01 | | | | 105 | | 19,185.13- | NO | TIME | SHEET |
| DIST: AB | 371 | | 9999 | 99006 | | 01 | | | | 105 | | 19,185.13 | NO | TIME | SHEET |
| DIST: AB | 371 | R | 7790 | 97790 | | 01 | | | | 104 | | 2,445.40- | NO | TIME | SHEET |
| DIST: AB | 371 | | 9999 | 99007 | | 01 | | | | 104 | | 2,445.40 | NO | TIME | SHEET |
| DIST: AB | 371 | R | 7790 | 97790 | | 01 | | | | 135 | | 90.72- | NO | TIME | SHEET |
| DIST: AB | 371 | | 9999 | 99008 | | 01 | | | | 135 | | 90.72 | NO | TIME | SHEET |
| DIST: AB | 371 | R | 7790 | 97790 | | 01 | | | | 136 | | 558.90- | NO | TIME | SHEET |
| DIST: AB | 371 | | 9999 | 99009 | | 01 | | | | 136 | | 558.90 | NO | TIME | SHEET |
| DIST: AB | 371 | R | 7790 | 97790 | | 01 | | | | 137 | | 3,139.25- | NO | TIME | SHEET |

EXHIBIT VI-5-18
REPOSTING RUN

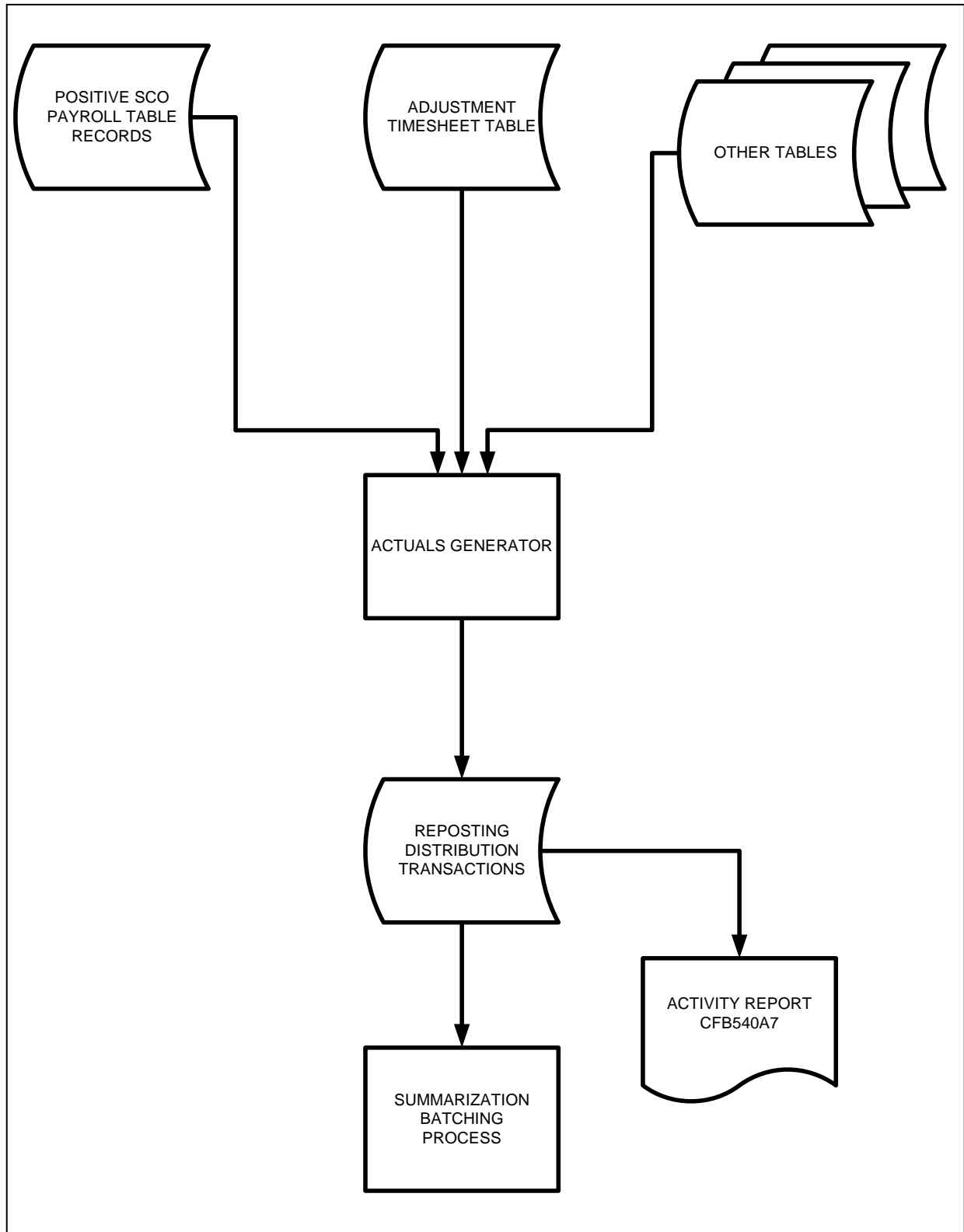


EXHIBIT VI-5-19

CFB540A7 *****
 CALSTARS DEPARTMENT OF AIR QUALITY *****
 01/20/07 (32.42)*****
 REPORT

ORG NUMBER: 9990
 ORG PAGE: 1
 RUN PAGE: 1

LABOR ADJUSTMENTS - TRANSACTION REPOSTING - ACTUALS

POS-NO EMP-NO CLEAR YR MO P S CT C HOURS GROSS OASDI/VISION HEALTH/MED RETIRE/OTHER DENTAL LIFE
 PAYR: XXX-XXX-XXXX-XXX XXX-XX-XXXX XXXXX XX XX X X X X X,XXX.XX- XX,XXX.XX- XX,XXX.99- XX,XXX.XX- XX,XXX.XX- XX,XXX.XX-
 SRC TC REV INDX PCA ACTV FFY PROJ WP LOC MP-CODE OBJ-DET AGCY-OBJ AMOUNT MESSAGE
 DIST: XXX XXX X XXXX XXXXX XXXX XX XXXXXX XX XXXXXX XXXXXXXXXXXXX XXX XX X,XXX,XXX.XX XXXXXXXXXXXXXXXXXXXXXXXXXXXX

PAYR: 999-998- - - 12345 06 12 0 1 336.00 8,395.00 516.93 350.00 133.04 44.62 0.00
 999-998-9999-001 999-99-9990 000 16.20 120.89 2.22
 DIST: SCO 805 5560 80100 01 1234567890AA 998 02 336.00
 DIST: TS 805 5560 80100 01 1234567890AA 998 01 168.00
 DIST: TS 371 5560 80100 01 1234567890AA 003 8,395.00
 DIST: TS 371 R 9999 99003 01 003 8,395.00-
 DIST: AB 371 5560 80100 01 1234567890AA 103 516.93
 DIST: AB 371 R 9999 99004 01 103 516.93-
 DIST: AB 371 5560 80100 01 1234567890AA 106 133.04
 DIST: AB 371 R 9999 99005 01 106 133.04-
 DIST: AB 371 5560 80100 01 1234567890AA 105 350.00
 DIST: AB 371 R 9999 99006 01 105 350.00-
 DIST: AB 371 5560 80100 01 1234567890AA 104 44.62
 DIST: AB 371 R 9999 99007 01 104 44.62-
 DIST: AB 371 5560 80100 01 1234567890AA 136 16.20
 DIST: AB 371 R 9999 99009 01 136 16.20-
 DIST: AB 371 5560 80100 01 1234567890AA 137 120.89
 DIST: AB 371 R 9999 99010 01 137 120.89-
 DIST: AB 371 5560 80100 01 1234567890AA 134 2.22
 DIST: AB 371 R 9999 99011 01 134 2.22-

EXHIBIT VI-5-20
INTERFACE BATCHING PROCESS

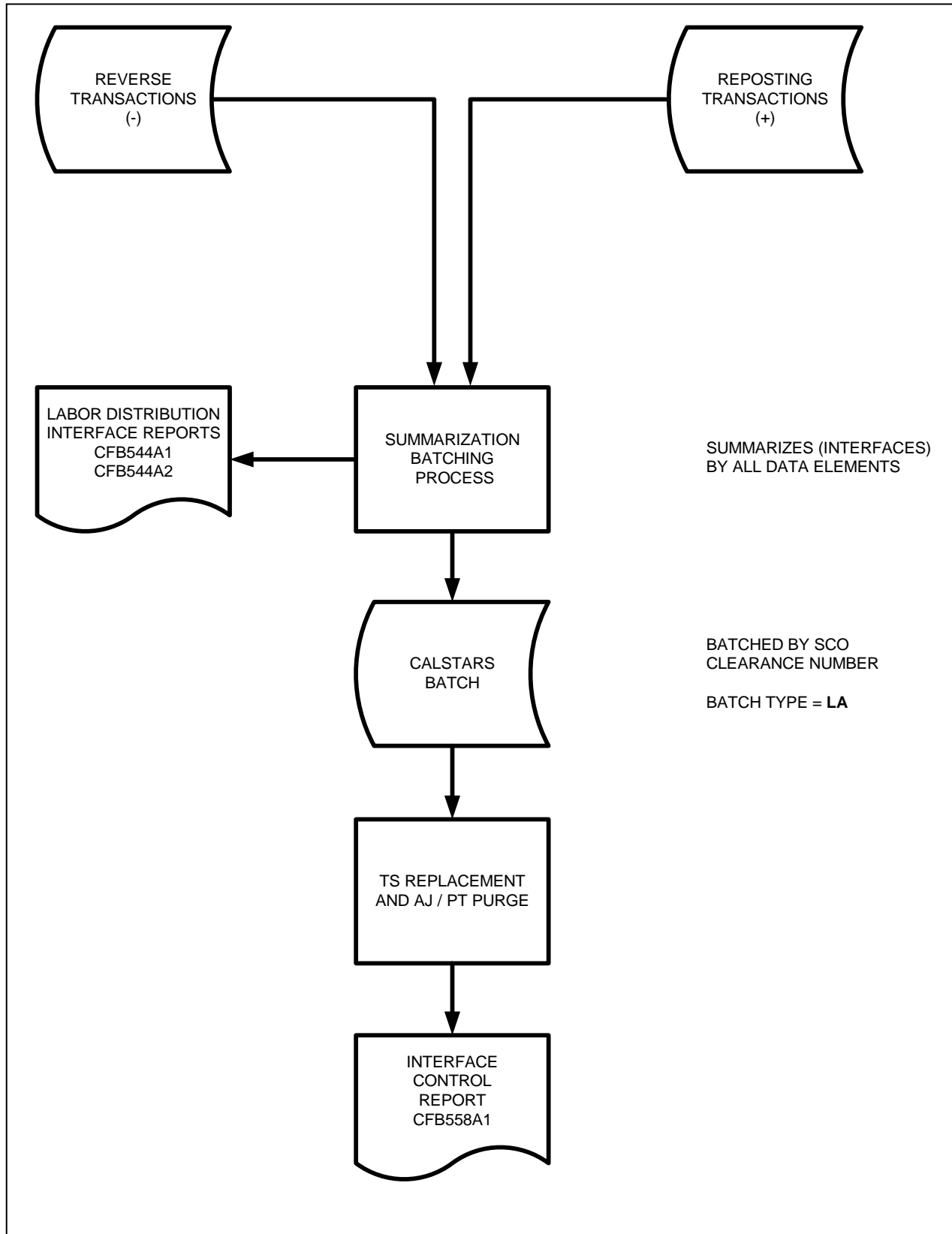


EXHIBIT VI-5-21

CFB544A1 *****
 CALSTARS
 01/20/07 (15.03) *****

DEPARTMENT OF AIR QUALITY
 LABOR DISTRIBUTION INTERFACE
 REPORT

***** ORG NUMBER: 9990
 ORG PAGE: 1
 RUN PAGE: 1

I N T E R F A C E C O N T R O L R E P O R T

| -----BATCH ID----- | | | | | | | | | | | SUBSYSTEM INTERFACE DATA | | | |
|------------------------|-------|-----|-------|-------|-----|-----|----|------|----|-----|--------------------------|-------------|------------------|-------------|
| TC | RMO | FFY | INDEX | PCA | ACT | OBJ | AO | PROJ | WP | LOC | DOC# | A M O U N T | POSITION NUMBER | EMP NO. |
| | 371 | 06 | 0540 | 10000 | | 033 | | | | | CL012345-00 | 206.23 | 999-999-9999-001 | 999-99-9990 |
| | 371 | 06 | 0540 | 10000 | | 033 | | | | | CL012345-00 | 135.14 | 999-999-9999-002 | 999-99-9991 |
| A9990070120LA999000010 | 371 | 06 | 0540 | 10000 | | 033 | | | | | CL012345-00 | 341.37 | - - - | - - - |
| | 371 | 06 | 0540 | 10000 | | 137 | | | | | CL012345-00 | 2.99 | 999-999-9999-001 | 999-99-9990 |
| | 371 | 06 | 0540 | 10000 | | 137 | | | | | CL012345-00 | 1.96 | 999-999-9999-002 | 999-99-9991 |
| A9990070120LA999000020 | 371 | 06 | 0540 | 10000 | | 137 | | | | | CL012345-00 | 4.95 | - - - | - - - |
| | 371 | 06 | 0540 | 10030 | | 033 | | | | | CL012345-00 | 1,794.65 | 999-999-9999-003 | 999-99-9992 |
| A9990070120LA999000030 | 371 | 06 | 0540 | 10030 | | 033 | | | | | CL012345-00 | 1,794.65 | - - - | - - - |
| | 371 | 06 | 0540 | 10030 | | 137 | | | | | CL012345-00 | 26.02 | 999-999-9999-003 | 999-99-9992 |
| A9990070120LA999000040 | 371 | 06 | 0540 | 10030 | | 137 | | | | | CL012345-00 | 26.02 | - - - | - - - |
| | 371 R | 06 | 7000 | 70000 | | 033 | | | | | CL012345-00 | 206.23 | 999-999-9999-001 | 999-99-9990 |

EXHIBIT VI-5-22

CFB544A2 *****
CALSTARS
01/20/07 (15.03) *****

DEPARTMENT OF AIR QUALITY
LABOR DISTRIBUTION INTERFACE

REPORT

ORG NUMBER: 9990
ORG PAGE: 16
RUN PAGE: 16

I N T E R F A C E S U M M A R Y R E P O R T

ACCOUNTING TRANSACTION AGENCY TOTALS

| | |
|--------------|--------------|
| INPUT COUNT | 513 |
| OUTPUT COUNT | 79 |
| TOTAL AMOUNT | \$386,472.96 |

EXHIBIT VI-5-23

```

CFB558A1 *****
CALSTARS          DEPARTMENT OF AIR QUALITY          *****
                  TIME SHEET REPLACEMENT/ AT & PT PURGE REPORT          ORG NUMBER: 9990
01/20/2007 (08:06) *****                          ORG PAGE: 1
                  T I M E S H E E T R E P L A C E M E N T / A T & P T P U R G E  RUN PAGE: 2
*****
----- RECORD KEY ----- INFORMATION ELEMENTS -----
POSITION      EMP NO    YR MO PAGE    AVG
              HOURS    DIST-HRS  TYPE  HOME# INDEX  PCA  ACT  PROJ  WP  AO  LOC  MP-CODE

998-99-9995    06 01 01
176.00        176.00  REG    Y
DELETED TS
DELETED TS

998-99-9995    06 01 01
80.00         80.00  REG    Y
80.50         80.50  REG    N  1234  50300
15.50         15.50  REG    N  1234  50400
REPLACEMENT TS
REPLACEMENT TS
REPLACEMENT TS
REPLACEMENT TS

998-99-9996    06 07 01
176.00        176.00  REG    Y
DELETED TS
DELETED TS

998-99-9996    06 07 01
88.00         88.00  REG    N  3333  50500
88.00         88.00  REG    N  3333  50600
REPLACEMENT TS
REPLACEMENT TS
REPLACEMENT TS

999-99-9993    06 12 01
176.00        176.00  REG    Y
DELETED TS
DELETED TS

999-99-9993    06 12 01
76.00         76.00  REG    N  2222  50300
100.00        100.00  REG    N  2222  50500
REPLACEMENT TS
REPLACEMENT TS
REPLACEMENT TS

999-99-9994    06 07 01
100.00        100.00  REG    N  2222  50300
76.00         76.00  REG    N  2222  50500
DELETED AJ
DELETED AJ
DELETED AJ

999-994        06 12 01
1050.00       1050.00  REG    Y
DELETED TS
DELETED TS

999-994        06 12 01
525.00        525.00  REG    N  2300  50300
525.00        525.00  REG    N  2300  50400
REPLACEMENT TS
REPLACEMENT TS
REPLACEMENT TS

999-995        06 12 01
1050.00       1050.00  REG    Y
DELETED AJ
DELETED AJ

```